

THE DOCUMENT COMPANY
XEROX

User Guide



WorkCentre M24 Printer/Copier



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User Guide (Copier) 1-1

Getting to Know Your Copier 1-1

- Control Panel 1-4
 - Touch Screen 1-7
- Power Switch 1-8
- Audio Tones 1-8
- Duplex Automatic Document Feeder (DADF) 1-8
- Document Glass 1-8
- Paper Trays 1-9
- Output Trays 1-9
- Power Saver Mode 1-10
 - Exiting the Power Saver Mode 1-10

Quick Start Guide to Copying 1-11

- Making Copies Using the Duplex Automatic Document Feeder 1-11
- Making Copies from the Document Glass 1-12
- Making Copies Using Features 1-13

Loading Paper 1-17

- Tray 1 1-17
- Tandem Tray Module 1-17
- 3-Tray Module 1-17
- Tray 5 (Bypass) 1-17
 - Auto Size Detect for Tray 5 (Bypass) 1-18
- Auto Tray Switching 1-18
- Loading Stock 1-19
 - Paper 1-19
 - Transparencies 1-21
 - Loading Paper into Trays 1, 2, 3, and 4 1-22
 - Loading Stock into Tray 5 (Bypass) 1-22
 - Loading 12 x 18 inch Paper 1-23
 - Loading SRA3 Paper into Tray 5 (Bypass) 1-24

Copier Features 1-25

- Basic Copying Tab 1-25
 - Output Color 1-26
 - 2 Sided 1-28
 - Reduce/Enlarge 1-31
 - Paper Supply 1-35
- Added Features Tab 1-38
 - 2 Sided 1-39
 - Output 1-42
 - Margin Shift 1-45
 - Border Erase 1-48
- Image Quality Tab 1-50
 - Original Type 1-51
 - Auto Exposure 1-53
 - Lighter/Darker/Contrast 1-54
 - Sharpness/Saturation 1-55
 - Color Shift 1-56
 - Color Balance 1-57
 - Image Quality Presets 1-58
- Output Format Tab 1-59
 - Multiple Up 1-60
 - Transparency Separators 1-63
 - Covers 1-66
 - Repeat Image 1-68
 - Poster 1-70
 - Mirror Image/ Negative Image 1-72
- Scan Options Tab 1-73
 - Original Size 1-74
 - Mixed Size Originals 1-76
 - Bound Originals 1-77
 - Image Rotation 1-79
 - Original Orientation 1-80
 - Book Duplex 1-81
- Job Assembly Tab 1-83
 - Stored Jobs 1-84
 - Build Job 1-86
 - Booklet Creation 1-88

Duplex Automatic Document Feeder (DADF) (Optional)

Accessory) 1-89

Component Names and Functions 1-89

Document Specifications 1-90

Documents Not Recommended 1-91

Loading the Documents 1-91

Placing Documents on the Document Glass 1-91

Loading Documents in the DADF 1-92

Finisher (Optional Accessory) 1-93

Using the Finisher 1-93

Stapling Options 1-94

Job Status 1-96

Checking Current Jobs 1-96

Changing the Print Priority 1-97

Checking Completed Jobs 1-98

Outputting/Deleting Secure Prints 1-99

Outputting Sample Prints 1-101

Delayed Print 1-103

Deleting Stored Documents 1-105

Machine Status 1-107

Machine Information 1-109

Maintenance 1-110

Cleaning the DADF and Document Glass 1-110

Changing Toner Cartridges 1-111

Machine Specifications 1-114

Speed by Media 1-114

Dimensions and Weight 1-115

User Guide (Print) 2-1

Overview 2-1

Printer Environments 2-2

As a Local Printer 2-2

As a Network Printer 2-3

 Windows Network (SMB) 2-3

 TCP/IP (LPD) 2-3

Installing the Print Drivers 2-5

Overview 2-5

Windows 95/98/Me 2-6

- Installing PostScript or PCL Print Driver 2-6
- Configuring the PostScript Print Driver on Windows 95/98/Me 2-8
 - Configuration Tab Settings 2-9
 - Options Tab Settings 2-12
 - Output Settings Tab Settings 2-13
 - Color Settings Tab Settings 2-15
- Configuring the PCL Print Driver on Windows 95/98/Me 2-16
 - Print Driver Properties 2-16
 - Configuration Tab Settings 2-17
 - Printer Tab Settings 2-19
 - Document Default Properties 2-20

Windows NT 4.0 2-23

- Installing PostScript or PCL Print Driver 2-23
- Configuring PostScript Print Driver on Windows NT 4.0 2-26
 - Print Driver Properties 2-26
 - Installable Options Settings 2-27
 - Configuration Tab Settings 2-28
 - Print Driver Document Defaults 2-29
 - Advanced Tab Settings 2-30
 - Output Settings Tab Settings 2-34
- Configuring the PCL Print Driver on Windows NT 4.0 2-36
 - Print Driver Properties 2-36
 - Configuration Tab Settings 2-37
 - Printer Tab Settings 2-39
 - Document Defaults 2-40

Windows 2000 and Windows XP 2-43

- Installing PostScript or PCL Print Driver 2-43
- Configuring the PostScript Print Driver on Windows 2000/XP 2-45
 - Print Driver Properties 2-45
 - Installable Options Settings 2-46
 - Configuration Tab Settings 2-47
 - Printing Preferences 2-48
 - Advanced Options Dialog Box Settings 2-49
 - Output Setting Tab Settings 2-53
- Configuring the PCL Print Driver on Windows 2000/XP 2-55

- Print Driver Properties 2-55
- Configuration Tab Settings 2-56
- Printer Tab Settings 2-58
- Printing Defaults 2-59

Macintosh 2-62

- Installing PostScript Print Driver 2-62
- Setting the Print Driver Properties on Macintosh 2-64
 - Configure Settings 2-64
 - Printer Specific Options Settings 2-65
- Basic Printing 2-69

Paper 2-69

- Differences From Copying 2-69

Prior to Printing 2-70

Printing Procedure 2-70

Setting Printing Features 2-72

Switching Printer Off-line 2-73

Cancel Print/Check Print Job Status 2-74

- Cancel Print from the Workstation 2-74
- Canceling a Print Job Using Internet Services 2-74
- Canceling a Print Job From the Printer 2-74
 - Canceling a Print Job in Process 2-75
 - Canceling a Print Job During Print 2-75
 - Canceling Jobs Stored in the Printer 2-76
- Special Printing 2-77

Specifying Output Color for Printing in a PCL Driver 2-77

Printing with Black 2-77

Print Mode 2-78

Image Adjustment Mode 2-78

Black & High Speed 2-79

Black & Standard 2-80

Black & High Quality 2-81

Printing with Auto 2-82

Print Mode 2-83

Image Adjustment Mode 2-84

Image Auto Correction 2-86

Auto & High Speed 2-87

Auto & Standard 2-88

Auto & High Quality 2-89

Printing with Auto 2-90

Adjusting Color for Printing 2-91

Adjusting Image Settings (Brightness/Chroma/Contrast) 2-92

Adjusting Color Balance 2-94

Adjusting Profile Settings 2-95

Adjusting Detailed Settings 2-98

Options for the Text Group 2-98

Options for the Graphic Group 2-99

Options for the Photo Group 2-100

Options for the Whole Document 2-101

Secure Print 2-103

Setting Secure Print Jobs 2-103

Printing Secure Print Jobs 2-104

At the Workstation 2-104

At the Printer 2-105

Delayed Print 2-106

Setting Delayed Print Jobs 2-106

Printing Delayed Print Jobs 2-107

At the Workstation 2-107

At the Printer 2-107

Sample Print 2-108

Setting Sample Print Jobs 2-108
Printing Sample Print Jobs 2-109
 At the Workstation 2-109
Internet Services 2-110

Overview 2-110

Introduction 2-110
Screen Structure 2-111
System Structure 2-112

Configuring the Browser 2-113

Netscape Communicator 2-113
Internet Explorer 2-114

Proxy Server and Port Number 2-115

Proxy Server Setting 2-115
Port Number Setting 2-115

Accessing Internet Services from the Workstation 2-116

Internet Services Features 2-117

Printing Documents Using the Services Feature 2-118

Printing Documents 2-119

Viewing/Deleting Jobs Using the Jobs Feature 2-120

Viewing the Active Jobs List 2-120
Deleting Jobs 2-121

User Guide (Scan) 3-1

Scanning Overview 3-1

Scanning Using Mailboxes 3-2

Scanning Using Templates 3-2

How to Scan Using Mailboxes 3-3

Basic Scanning Tab 3-5

Output Color 3-6

Scanning Resolution 3-8

2 Sided Originals 3-9

Scan Options Tab 3-11

2 Sided Originals 3-12

Reduce/Enlarge 3-13

 Using Presets 3-13

 Using Variable% 3-14

 Using Auto % 3-15

Scan Size 3-16

Bound Originals 3-17

Mixed Size Originals 3-19

Border Erase 3-20

Image Quality / File Format Tab 3-22

Original Type 3-23

Image Compression 3-24

Lighter/Darker/Contrast 3-25

File Format 3-26

Auto Exposure 3-27

How to Pause or Cancel a Scanning Job 3-28

[How to Cancel Scanning Jobs from the Workstation 3-28](#)

[Checking or Deleting a Scan Job on the Machine 3-29](#)

Checking a Scan Job 3-29

Deleting a Scan Job 3-30

[Scanning in Batches 3-31](#)

[Managing Scanned Documents 3-32](#)

Retrieving/Deleting Scanned Documents 3-32

Retrieving a Scanned Document 3-32

Deleting a Scanned Document 3-32

[Configuring the Client for Scanning 3-33](#)

[Installing the Network Scanner Utility 3-33](#)

Required Environment 3-33

Installation 3-34

Uninstallation 3-34

[Changing Network Scanner Utility Settings 3-35](#)

[Importing Scanned Data 3-35](#)

Importing to an Application 3-35

[Scanning Document to Send as E-mail 3-36](#)

Requirements 3-36

Scan and Mail 3-37

[Fax 3-40](#)

User Guide (Machine Administrator) 4-1

Overview 4-1

System Settings 4-2

Setting and Changing the Administrator Password 4-3

Entering and Exiting the System Settings Mode 4-5

Entering the System Settings Mode 4-5

Exiting System Settings Mode 4-6

Changing Settings in System Settings Mode 4-6

Setting the Common Settings 4-7

Machine Clock/Timers Setting 4-8

Audio Tone Settings 4-10

Setting Screen Defaults 4-12

Paper Tray Attributes 4-13

Setting Printing Priority Defaults 4-17

Image Quality Adjustment 4-18

 Image Quality Setting 4-18

 Auto Gradation Adjustment 4-21

Reports Settings 4-23

Other Machine Settings 4-24

Copy Mode Settings 4-24

Basic Copying Presets 4-25

Copy Defaults 4-26

Copy Control 4-39

Original Size Defaults 4-40

Setting Reduce/Enlarge Presets 4-41

Setting Custom Colors 4-42

Network Settings 4-42

Print Mode Settings 4-43

Allocate Memory 4-44

Others (Print Mode Settings) 4-47

Scan Mode Settings 4-48

Basic Scanning Presets 4-48

Setting Scan Defaults 4-49

Setting the Scan Size Defaults 4-53

Setting the Output Size Defaults 4-54

Setting Reduce/Enlarge Presets 4-55

Other Settings (Scanner) 4-56

Setting/Deleting Mailboxes 4-58

Auditron 4-59

Create/Check Accounts 4-60

Deleting/Resetting Data by Account 4-61

Enabling Auditron Mode 4-62

System Administrator Data 4-63

Delete/Reset All Account Data 4-64

 Printing Meter Reports 4-65

Internet Services 4-66

Fax 4-67

User Guide (Troubleshooting) 5-1

Paper Jam Clearance 5-2

Paper Jams at the Top Left Cover 5-3

Paper Jams at the Left Center Cover 5-4

Paper Jams at the Bottom Left Cover 5-4

Paper Jams in Trays 1 to 4 5-5

Paper Jams in Tray 5 (Bypass) 5-5

Paper Jams in the Duplex Unit 5-6

Paper Jams in the Finisher 5-6

 Paper Jams on the Finisher Top Cover 5-6

 Paper Jams on the Finisher Interface 5-7

 Paper Jams on the Center Tray Exit 5-7

Document Jams 5-8

Document Jams on the Left Cover (Top) 5-8

Jams on Original Input Area and Document Glass 5-9

Stapler Faults 5-10

Resolving Hardware Problems 5-11

Toner Cartridge 5-11

Resolving Programming Problems 5-12

Resolving Processor Problems 5-13

Resolving Output Quality Problems Using Basic Copying,

[Added Features, and Image Quality Tabs 5-16](#)

[Calling for Service 5-20](#)

[Fault Codes 5-21](#)

Safety Notes/Regulatory Information



WorkCentre M24 Printer/Copier

Safety Notes/Regulatory Information

The Xerox WorkCentre 24 and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following notes will ensure the continued safe operation of your printer/copier.

Electrical Safety

- Use only the power cord supplied with this equipment.
- Plug the power cord directly into a correctly grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- Do not use a ground adapter plug to connect this equipment to an electrical outlet that lacks a ground connection terminal.



WARNING: *You may get a severe electrical shock if the outlet is not correctly grounded.*

- Do not place the printer/copier where people may step on or trip on the power cord. Do not place objects on the power cord.
- Do not override or disable electrical or mechanical interlocks.
- Do not obstruct the ventilation openings. These openings are provided to prevent overheating of the machine.



WARNING: *Never push objects of any kind into slots or openings on this equipment. Making a contact with a voltage point or shorting out a part could result in fire or electrical shock.*

- If any of the following conditions occur, immediately switch off the power to the machine and disconnect the power cord from the electrical outlet. Call an authorized Xerox service representative to correct the problem.
 - The machine emits unusual noises or odors.
 - The power cord is damaged or frayed.
 - A wall panel circuit breaker, fuse, or other safety device has been tripped.
 - Liquid is spilled into the press.
 - The machine is exposed to water.
 - Any part of the machine is damaged.

Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the machine, disconnect the power cable from the electrical outlet.

Laser Safety



Use of controls, adjustments, or procedures other than those specified in this documentation may result in a hazardous exposure to laser radiation. This equipment complies with international safety standards. With specific regard to laser safety, the equipment complies with performance standards for laser products set by government, national, and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation that is supplied with your press.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance of the press, and could create a dangerous condition.
- Use the supplies and cleaning materials only as directed in this manual. Keep all of these materials out of the reach of children.
- Do not remove the covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Do not perform any maintenance procedures unless you have been trained to do them by a Xerox representative, or unless a procedure is specifically described in one of the manuals included with your press.

Operational Safety

Your Xerox equipment and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines will help ensure the continued safe operation of your digital press:

- Use the materials and supplies specifically designed for your digital press. The use of unsuitable materials may result in poor performance of the machine and possibly a hazardous situation.
- Follow all warnings and instructions that are marked on or supplied with the machine.
- Place the machine in a room that provides adequate space for ventilation and servicing.
- Place the machine on a level, solid surface (not on a thick pile carpet) that has adequate strength to support the weight of the machine.

- Do not attempt to move the machine. A leveling device that was lowered when your machine was installed may damage the carpet or floor.
- Do not set up the machine near a heat source.
- Do not set up the machine in direct sunlight.
- Do not set up the machine in line with the cold air flow from an air conditioning system.
- Do not place containers of coffee or other liquid on the machine.
- Do not block or cover the slots and openings on the machine. Without adequate ventilation, the machine may overheat.
- Do not attempt to override any electrical or mechanical interlock devices.



WARNING: *Be careful when working in areas identified with this warning symbol. These areas may be very hot and could cause personal injury.*

If you need any additional safety information concerning the machine or materials, contact your Xerox representative.

Ozone Safety

This product produces ozone during normal operation. The ozone is heavier than air, and the quantity is dependent on print volume. Providing the correct environmental parameters, as specified in the Xerox installation procedures, ensures that concentration levels meet safe limits.

If you need additional information about ozone, request the Xerox publication, *OZONE*, 600P83222, by calling 1-800-828-6571 in the USA. For a French language version, call 1-800-828-6571 in the USA, then press 2.

Notices

Radio Frequency Emissions

FCC

The following applies to the product when equipped with the Token Ring or Banyan Vines connectivity options:

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the Federal Communications Commission Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

In Canada

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as defined in the Radio interference regulations of Industry Canada.

Safety Extra Low Voltage Approval

The Xerox WorkCentre 24 is in compliance with various governmental agencies and national safety regulations. All system ports meet the Safety Extra Low Voltage (SELV) circuits for connection to customer-owned devices and networks. Additions of customer-owned or third-party accessories that are attached to the press must meet or exceed the requirements previously listed. All modules that require external connection must be installed per the installation procedure.

Certifications in Europe



The CE marking that is applied to this product symbolizes Xerox Europe's Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: - Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: - Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

Changes or modifications to this equipment not specifically approved by Xerox Europe may void the user's authority to operate the equipment.

Shielded cables must be used with this equipment to maintain compliance with the EMC Directive 89/336/EEC.

This equipment is not primarily intended for use in a domestic environment.

A full declaration defining the relevant Directives and referenced standards can be obtained from your Xerox Europe representative.



WARNING: In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.



WARNING: This is a Class A product. In a domestic environment, this product may cause radio interference, in which case the user may be required to take adequate measures.

Regulatory Information

US Regulatory Information

Fax Send Header Requirements: The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a Fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.)

To enter the telephone number identifying the machine, and the header text information (business name), please refer to the "WorkCentre M24 SA Guide, under Fax, located on the WorkCentre M24 User Documentation CD. To enter the date and time, please refer to the "Changing Settings in System Settings Mode", "Setting the Common Settings in the WorkCentre 24 Machine Administrator User Guide located on the WorkCentre M24 User Documentation CD. Data Coupler Information: This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for the Terminal Attachments (ATCA) A label is fixed to the rear cover of the product that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A FCC compliant telephone cord and modular plug is provided with this equipment.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone cord (with modular plugs) provided with the installation kit. See installation instructions for details.

To order the correct service from the Telephone Company please quote the codes listed in the table: Facility Interface Code (FIC), Service Order Code (SOC), USOC Jack Code and Ringer Equivalence Number (REN)

FIC	SOC	USOC Jack	REN
02LS2	9.0F	RJ-11C	0.2

WARNING: Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 02 is a REN of 0.2)

If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that this temporary discontinuance of service may be required. But if advanced notice isn't practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repairs or warranty information, please contact the Xerox Welcome Center telephone number 800-821-2797. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

Repairs to the machine should be made only by a Xerox representative or an authorized Xerox Service agency. This applies at any time during or after the service warranty period. If an unauthorized repair is performed, the remainder of the warranty period is null and void.

This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Canadian Regulatory Information

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed 5.

The Canadian REN value of this equipment is 0.2

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: *Users should not attempt to make such connections themselves, but should contact the appropriate electrical inspection authority or electrician, as appropriate.*

European Regulatory Information

Radio Equipment & Telecommunications Terminal Equipment Directive

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC.

The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

UK

Ireland

France

Germany

Italy

Spain

In the event of problems you should contact your local Xerox representative in the first instance.

This product has been tested to and is compliant with TBR21, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area.

The product may be configured to be compatible with other country networks. Please contact your Xerox representative if it needs to be reconnected to another country's network. There are no user-adjustable settings in the product.

NOTE: Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

It's Illegal in the USA

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.

4. Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
6. Passports. (Foreign Passports may be photographed.)
7. Immigration Papers.
8. Draft Registration Cards.
9. Selective Service Induction Papers that bear any of the following Registrant's information:

Earnings or Income	Dependency Status
Court Record	Previous military service
Physical or mental condition	

Exception: U. S. Army and Navy discharge certificates may be photographed.
10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)

Reproducing the following is also prohibited in certain states:
Automobile Licenses - Drivers' Licenses - Automobile
Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

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Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Environmental Notices for the USA



As an ENERGY STAR® partner, Xerox Corporation has determined that this printer/copier model meets the ENERGY STAR guidelines for energy efficiency.

ENERGY STAR is a registered United States trademark.

The ENERGY STAR Program is a team effort between the Environment Protection Agency and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machines, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Environmental Notices for Canada

Terra Choice Environmental Services, Inc. of Canada has verified that this Xerox product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment.



Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press, and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products. In 1996, Xerox became the first company licensed to use the Environmental Choice EcoLogo for its copiers, printers, and fax machines.

Product Recycling and Disposal

Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.html.

If your product is not part of the Xerox program and you are managing its disposal, please note that the product may contain lead, mercury and other materials whose disposal may be regulated due to environmental considerations. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site at www.eiae.org.

Conventions

Standardized conventions have been used in this manual to assist you in visually locating and identifying information quickly.

Symbols



CAUTION: *This symbol alerts you to an action that may cause damage to hardware, software, or result in the loss of data.*



WARNING: *Warnings alert you to an action that may cause bodily injury.*



The 1 2 3... symbol indicates the beginning of a task or work process you should use to complete a procedure and is followed by the first step of a numbered procedure, task, or work process.

1

2

3

NOTE: *This calls your attention to information that is helpful, but not essential to complete a procedure or task.*

Copying User Guide



WorkCentre M24 Printer/Copier

Table of Contents

Getting to Know Your Copier 1

- Control Panel 4
 - Touch Screen 7
- Power Switch 8
- Audio Tones 8
- Duplex Automatic Document Feeder (DADF) 8
- Document Glass 8
- Paper Trays 9
- Output Trays 9
- Power Saver Mode 10
 - Exiting the Power Saver Mode 10

Quick Start Guide to Copying 11

- Making Copies Using the Duplex Automatic Document Feeder 11
- Making Copies from the Document Glass 12
- Making Copies Using Features 13

Loading Paper 17

- Tray 1 17
- Tandem Tray Module 17
- 3-Tray Module 17
- Tray 5 (Bypass) 17
 - Auto Size Detect for Tray 5 (Bypass) 18
- Auto Tray Switching 18
- Loading Stock 19
 - Paper 19
 - Transparencies 21
 - Loading Paper into Trays 1, 2, 3, and 4 22
 - Loading Stock into Tray 5 (Bypass) 22
 - Loading 12 x 18 inch Paper 23
 - Loading SRA3 Paper into Tray 5 (Bypass) 24

Copier Features 25

- Basic Copying Tab 25
 - Output Color 26
 - 2 Sided 28
 - Reduce/Enlarge 31
 - Paper Supply 35
- Added Features Tab 38
 - 2 Sided 39
 - Output 42
 - Margin Shift 45
 - Border Erase 48
- Image Quality Tab 50
 - Original Type 51
 - Auto Exposure 53
 - Lighter/Darker/Contrast 54
 - Sharpness/Saturation 55
 - Color Shift 56
 - Color Balance 57
 - Image Quality Presets 58
- Output Format Tab 59
 - Multiple Up 60
 - Transparency Separators 63
 - Covers 66
 - Repeat Image 68
 - Poster 70
 - Mirror Image/ Negative Image 72
- Scan Options Tab 73
 - Original Size 74
 - Mixed Size Originals 76
 - Bound Originals 77
 - Image Rotation 79
 - Original Orientation 80
 - Book Duplex 81
- Job Assembly Tab 83
 - Stored Jobs 84
 - Build Job 86
 - Booklet Creation 88

Duplex Automatic Document Feeder (DADF) (Optional)

Accessory) 89

- Component Names and Functions 89
 - Document Specifications 90
- Documents Not Recommended 91
- Loading the Documents 91
 - Placing Documents on the Document Glass 91
 - Loading Documents in the DADF 92

Finisher (Optional Accessory) 93

- Using the Finisher 93
 - Stapling Options 94

Job Status 96

- Checking Current Jobs 96
- Changing the Print Priority 97
- Checking Completed Jobs 98
- Outputting/Deleting Secure Prints 99
- Outputting Sample Prints 101
- Delayed Print 103
- Deleting Stored Documents 105

Machine Status 107

- Machine Information 109

Maintenance 110

- Cleaning the DADF and Document Glass 110
- Changing Toner Cartridges 111

Machine Specifications 114

- Speed by Media 114
- Dimensions and Weight 115

1. User Guide (Copier)

Getting to Know Your Copier

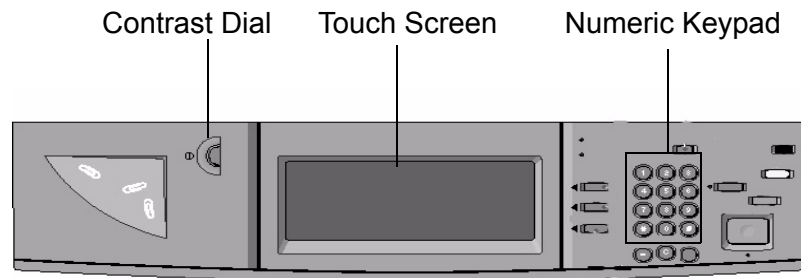
Your new Xerox WorkCentre M24 works as a digital copier. This section will provide an introduction to the WorkCentre M24 which is also referred to as the WorkCentre 24.

For more information about copy features, refer to the section entitled Copier Features in this chapter.



Number	Name	Function
1	Duplex Automatic Document Feeder (DADF) (Optional Accessory)	Automatically feeds up to 50 documents. Also works as a Document Glass cover when making copies from the platen glass.
2	Original Input Area	Location where originals are fed onto platen glass for copying.
3	Original Catch Tray	Original return area.
4	Control Panel	Used to program the copier for individual jobs.
5	Center Output Tray	Output delivered here face down.
6	Power Switch	Powers machine On/Off.
7	Front Door Panel	Access for consumables replacement.
8	Trays 1	Adjustable paper tray: 5.5x8.5 in. through 11x17 in. (A5 through A3) holding up to 520 sheets based on paper weight.
9	Trays 2, 3 & 4 (Tandem Tray Module) (Optional Accessory)	Tray 2 - Adjustable paper tray: 5.5x8.5 in. through 11x17 in. (A5 through A3) holding up to 520 sheets based on paper weight. Trays 3 & 4 - High capacity paper trays holding a total of 2000 sheets of 8.5 x 11 in. (A4 and B5) based on paper weight.
10	Tray 5 (Bypass)	For specialty papers (i.e. Transparencies, Heavyweight, and non-standard sizes) which cannot be loaded in Trays 1 - 4.
11	Casters	Lockable casters for mobility and safety.
12	Left Upper Cover	Push the release lever up to access the paper path.
13	Duplex Cover	Open this cover to access paper path.
14	Left Side Middle Cover	Access to paper path.
15	Left Side Lower Cover	Access to paper path.
16	Trays 2, 3 & 4 (3- Tray Module) (Optional Accessory)	Tray 2, 3 & 4 - Adjustable paper tray: 5.5x8.5 in. through 11x17 in. (A5 through A3) holding up to 520 sheets based on paper weight.
17	Finisher (Optional Accessory)	Finisher (Optional Accessory) that accommodates up to 1000 sheets of output and offers stapling options.
18	Stand (Not Shown) (Optional Accessory)	Used to place the machine at the desired operator level.
19	Convenience Shelf (Not Shown)	Workspace for copies, prints, or originals.

Control Panel



The Control Panel is used to program individual jobs.

- The **Numeric Keypad** is used to enter copy quantity or other numeric information.
- The **Contrast Dial** adjusts the brightness of the touch screen.
- The **Touch Screen** is where you make selections for the jobs you are programming.



Access

Use this feature to change machine default settings, and to create or modify user access numbers.



Power Saver

Lights up green and is initiated automatically if the machine is left idle for a specific amount of time. Press the **Power Saver** button to bring the machine back to full power after the warm-up period.

**Interrupt**

Stops the printer/copier during the current job. This allows another job to be run. There are two indications that the job has been interrupted:

- The printer/copier displays a message indicating that Job Interrupt has been selected, and it is ready to copy.
- The indicator light flashes to acknowledge that the Interrupt button has been selected. The light will continue to flash until the printer/copier has completed the activity in process. The light will remain constant to identify interrupt has occurred and a new job can be programmed.

After Interrupted jobs are complete, press the Interrupt button again to return the machine to the first job.

**Clear All**

Returns the machine to the original Default State. When the **Clear All** button is selected in Interrupt mode, default settings are applied only to the interrupting job.

**Stop**

Pressing **Stop** will halt the copy job in process at the completion of the current activity. A message asking if you want to press **Start** to continue the job or **Clear All** to cancel the job is displayed on the Touch Screen.

**Start**

Initiates a job or continues the copying process.

**Clear**

Clears an incorrect numeric entry.



Job Memory

Indicator lights when data is stored in the machine's memory.



Online

Indicator lights when data is being received from a client.



Features

Allows you to alternate between scanning and copying feature screens.



Job Status

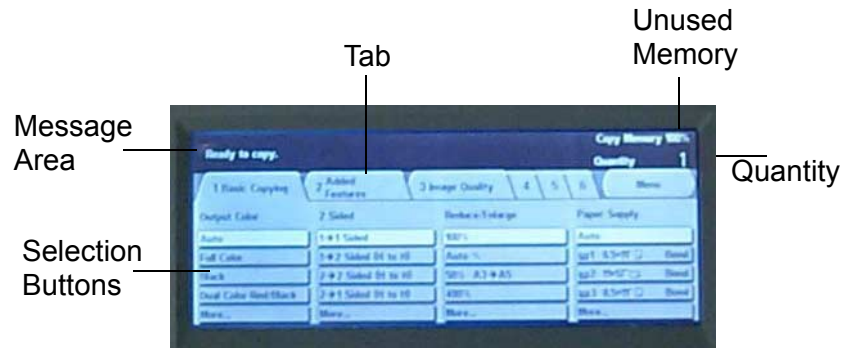
Allows you to check or cancel jobs currently executing, or to check or print saved documents.



Machine Status

Allows you to check the machine status, meters, the state of consumables, and output reports.

Touch Screen



Press the buttons and tabs displayed in the Touch Screen to select features or respond to on screen instructions. The selected buttons are highlighted to indicate activation. Buttons that do not have three-dimensional shadows are not active, and cannot be selected.

Message Area

Messages such as machine status and operation instructions are displayed here

Unused Memory

The amount of memory remaining to store a scanned original is displayed prior to output.

Quantity

The copy quantity is entered using the keypad, and appears in the upper right corner of the message area. Select between 1 - 999.

Tab

Feature Tabs displayed on the Touch Screen contain the programmable selections available for each feature.

Selection Buttons

Allow for the selection of feature / functions required for the desired output. Buttons identified, as More... have additional features, which will be displayed when this button is selected.

Power Switch

The power switch is located on the right top corner of the machine. Press the switch to the (|) position to turn the power on.

Ground Fault Protector

Located at the rear of the machine where the power cord attaches. The Ground Fault Protector removes all power from the machine if a fault is detected in the power to the printer/copier. To reset the GFI, press the switch in.

Audio Tones

Tone volume may be adjusted or turned off in System Settings mode. Three types of Audio Tones are available to assist the operator in selecting features and functions.

- Single Tone** Acknowledges when a feature is selected, or a job has been completed.
- Double Tone** Acknowledges an alert, such as a paper jam or consumable replacement.
- Triple Tone** Acknowledges an improper selection or an error in button selection has occurred.

Duplex Automatic Document Feeder (DADF)

Automatically feeds up to 50 documents onto the glass for copying. Documents must be placed face up into the Document Handler.

Document Glass

When using the Document Glass the original document must be placed face down and in the upper left-hand corner of the Document Glass.

NOTE: *The DADF must be closed for the Auto Color option to function*

Paper Trays

- Trays 1,2,3 and 4 are located at the lower front of the printer/copier. Tray 5 (Bypass) is located on the left side of the printer/copier.
- Tandem Tray Module** Trays 1 and 2 are adjustable from 5.5x8.5 in. through 11x17 in. (A5 through A3) and can accommodate up to 520 sheets based on paper weight. Trays 3 and 4 are high capacity paper trays and can accommodate a total of 2000 sheets, 8.5x11 in. (A4 and B5) based on paper weight.
- 3-Tray Module** Trays 1 through 4 are adjustable from 5.5x8.5 in. through 11x17 in. (A5 through A3) and can accommodate up to 520 sheets based on paper weight.
- Tray 5 (Bypass)** Feeds specialty papers i.e. Transparencies, Extra Heavyweight and non-standard sizes and 12x18 in.
- Trays 1 - 4 can feed paper weights 64 to 105 gsm. The machine automatically detects the size and orientation of loaded paper. The paper type however must be set on the control panel. Bond paper is the default setting. Plain or Recycled paper in trays must be identified on the control panel for maximum efficiency and image quality. This is set in System Settings mode.

Output Trays

The Center Output Tray delivers output face down, and holds up to 400 sheets. The Center Output Tray holds up to 200 sheets when the Finisher (optional accessory) is installed.

The Finisher Tray (optional accessory) holds up to 1000 sheets, and can staple dual and single staples.

NOTE: *The WorkCentre 24 printer/copier should not be moved after it has been installed. Moving may damage the equipment, carpet or floor. If equipment must be moved, please contact your Xerox representative for assistance.*

Power Saver Mode

Power Saver Mode automatically cuts off the electricity to the machine if it is left unused for a certain duration. The Power Saver feature has two modes, a Low Power mode and Sleep mode. The machine enters the Low Power mode after the preset time has elapsed if the machine is left unused for a fixed period of time. The machine then enters the Sleep mode if a further preset time elapses.

- **Low Power mode**

In this mode, the power to the control panel and fuser unit is lowered to save power. The display goes out, and the Power Saver button on the control panel lights. To use the machine, press the Power Saver button. Power Saver goes out to indicate that the Power Saver feature is canceled. The default is 15 minutes.

- **Sleep mode**

In this mode, the power is lowered more than in the Low Power mode. The display goes out, and the Power Saver button on the control panel lights. To use the machine, press the Power Saver button. Power Saver goes out to indicate that the Power Saver feature is canceled. The Sleep mode default is 45 minutes after Low Power mode is engaged.

For more information on setting Power Saver mode timers, refer to the User Guide (Machine Administrator).

Exiting the Power Saver Mode

The Power Saver mode can be exited in two ways:

- By pressing the Power Saver button
- By receiving a print job

Quick Start Guide to Copying

This section will lead you quickly through a number of features and steps used in making copies.

For more information about copy features, refer to the section entitled Copier Features, in this chapter.

Making Copies Using the Duplex Automatic Document Feeder



- 1** Place original in the Original Input Area face up. A stack of up to 50 originals may be place in the tray.
- 2** Slide the documents forward until the green indicator lights, indicating the document is inserted correctly.
- 3** Adjust the side guide to the size of the paper. The guide should just touch the side of the document.
- 4** Press the **Start** button.
- 5** Remove the copies from the output tray. Remove the originals from the Original Catch Tray of the DADF.

Making Copies from the Document Glass



- 1** Open the Document Cover.
- 2** Place the original face down on the Document Glass, aligning the left rear corner with the registration guide.
- 3** Close the cover before making a copy.
- 4** Press the **Start** button.
- 5** Remove the copies from the output tray. Remove the original document from the Document Glass.

Making Copies Using Features

The feature tabs on the Touch Screen enable you to configure the printer/copier to suit your copying needs.

The procedure below leads you quickly through a number of features you may want to use in making copies. It assumes that the feature tabs are in the default configuration.

For more information about copy features, refer to the section entitled Copier Features, in this chapter.



- 1** Press **Clear All** to clear any previous programming
Use any of the following steps that apply to your job and desired outcome.
- 2** Use the Numeric Keypad to enter the desired quantity. If you make a mistake, press the **Clear** button on the numeric keypad to clear an incorrect quantity
- 3** Select the option in Output Color if a setting other than the default, Auto Color, is desired.
Perform one of the following:
 - Press the desired Output Color option on the *Basic Copying* tab.
 - Press **More...** to see additional optionsPress the desired option and press the **Save** button to return to the *Basic Copying* screen.

- 4** Select an option under 2 Sided if a setting other than the default, 1 to 1 Sided, is desired.

If another option is desired, perform one of the following:

- **1 to 1 Sided** for default one-sided copies.
- **1 to 2 Sided** for two-sided copies from one-sided input.
 - Press **Head to Head** for two-sided, head-to-head output, as for books.
 - Press **Head to Toe** for two-sided, head to toe output, as for calendars.
- **2 to 2 Sided** for two-sided copies from two-sided input.

You must specify the original orientation and the copy orientation.

- Press **Head to Head** for two-sided head-to-head output, as for books.
- Press **Head to Toe** for two-sided, head-to-toe output, as for calendars.
- **2 to 1 Sided** for one-sided copies from two-sided originals.
 - Press **Head to Head** if your original documents are two-sided, head-to-head.
 - Press **Head to Toe** if your original documents are two-sided head-to-toe.

Select the icon that most closely resembles the Original Orientation for the loaded document(s). Press **Close**.

- 5** Select an option in Reduce/Enlarge if a setting other than the default, 100%, is desired.

If another option is desired, perform one of the following:

- Press the desired Reduce/Enlarge option on the *Basic Copying* screen.
- Press **More...** to see additional options.

Press the desired option and touch the **Save** button to return to the *Basic Copying* screen.

6 Select an option in Paper Supply if a tray other than the default, Auto Paper, is desired.

If another option is desired, perform one of the following:

- Press the desired Paper Supply option on the *Basic Copying* screen.
- Press **More...** to see additional options.

Press the desired option and touch the **Save** button to return to the *Basic Copying* screen.

7 On the *Added Features* tab, select **Output** to program the desired copy output option.

- Press **Collated** for collated output. Collated will automatically be selected when the DADF is used.
- Press **Collated / Stapled** to direct output to the Finisher (optional Accessory). Press **Finisher Tray** to set the Output Destination. Press **Stapling** on the *Output* screen to select the Original Orientation and Staple Position on the output.

Press the desired option and touch the **Save** button to return to the *Basic Copying* screen.

8 On the *Image Quality* tab, select **Original Type** to display the *Original Type* screen.

- Press an option for Original Type if a setting other than the default is desired.

Press the **Save** button to return to the *Image Quality* screen.

- 9** If other features are desired, select the appropriate feature tab and feature button on the Touch Screen.
- 10** Perform one of the following:
- If you use the Duplex Automatic Document Feeder, place the document face up into the Original Input Area. The Document Feeder Lamp lights when the document is in the correct position. Ensure that the paper guide is against the original document.
 - Raise the Document Cover and place the document face down on the Document Glass.
 - Ensure that the document lies against the registration area at the left rear corner of the glass.
 - Lower the Duplex Automatic Document Feeder (DADF).
- 11** Press the **Start** button.
- 12** When copying is completed, perform the following:
- Remove the copies from the Center Output Tray or Finisher Tray on the right side of the printer/copier.
 - Remove the original document(s) from the Document Glass or Original Catch Tray.

Loading Paper

This section contains basic information about loading paper and transparencies, and about using paper trays. It also includes some paper usage guidelines for the WorkCentre 24.

For more information about the materials you can use, refer to the Recommended Materials for the WorkCentre 24.

Tray 1

Tray 1 can accommodate an assortment of standard paper sizes, from 5.5x8.5 through 11x17 inch, and A3 through B5. Tray 1 has width and length adjustment guides that can be adjusted if the paper size in the tray needs to be changed.

Tandem Tray Module

Trays 1,2,3 and 4 hold the paper supply for the WorkCentre 24 printer/copier.

Trays 1 and 2 can accommodate an assortment of standard paper sizes, from 5.5x8.5 through 11x17 inch, and A3 through B5. Trays 1 and 2 have width and length adjustment guides that can be adjusted if the paper size in the tray needs to be changed. Trays 3 and 4 can accommodate 8.5x11 inch, A4 or B5 paper.

3-Tray Module

Trays 1 through 4 can accommodate an assortment of standard paper sizes, from 5.5x8.5 through 11x17 inch, and A3 through B5. Trays 1 through 4 have width and length adjustment guides that can be adjusted if the paper size in the tray needs to be changed.

Tray 5 (Bypass)

Tray 5 (Bypass) is located on the left side of the printer/copier. Tray 5 (Bypass) can accommodate transparencies and other specified paper stocks, and various paper sizes up to 12x18 in. Tray 5 (Bypass) has the capacity to hold up to 100 sheets.

Auto Size Detect for Tray 5 (Bypass)

Certain standard paper sizes can be automatically detected in Tray 5 (Bypass) by selecting Auto Size Detect on the Tray 5 programming screen. The following paper sizes can be used with the Auto Size Detect feature:

- US/Canada - 5.5x8.5 in. LEF/SEF, 8x10 in. LEF, 8.5x11 in. LEF/SEF, 8.5x13 in. SEF, 8.5x14 in. SEF, 11x17 in. SEF.
- Europe - A5 LEF/SEF, A4 LEF/SEF, A3 SEF, B5 LEF/SEF, B4, Postcard (100 x 148mm).

All other paper sizes must be specified using the selections under Standard Size, or by inputting the size under Non-standard size. For example, you must specify 12x18 inch when using that paper size.

NOTE: *A paper size mismatch message will be displayed if you try a job with Auto Size Detect selected and a paper size that is not included in the list above.*

Auto Tray Switching

The Auto Tray Switching feature enables the printer/copier to automatically switch to another tray when a tray runs out of paper. The trays must be loaded with the same size paper in the same orientation (long edge feed or short edge feed).

Auto Tray Switching must be enabled in System Settings mode, with the same paper type assigned to two or more trays.

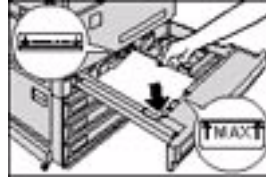
Auto Tray Switching may be enabled only for Trays 1, 2, 3, and 4. Tray 5 (Bypass) cannot be enabled for Auto Tray Switching.

The default for Auto Tray Switching is On with Trays 1, 2, 3, and 4 enabled. To use Auto Tray Switching with the default settings, load the trays you want to use with the same size paper in the same orientation. Select the paper tray button for the tray with the lowest number on the Control Panel. For example, if you load Trays 1 and 2 with the same size paper and the same orientation, select the Tray 1 Paper Supply button on the *Basic Copying* tab of the Touch Screen. The printer/copier draws from Tray 1 until it is empty, then switches automatically to Tray 2.

Loading Stock

Paper

Load the paper into Trays 1, 2, 3, and 4 with the preferred printing side up.



Load the paper into Tray 5 (Bypass) with the preferred printing side down.



The capacity of the tray varies with the paper weight that is loaded in the tray.

NOTE: *For the best results, use only the recommended paper sizes, paper weights, or paper types. If you do not use recommended papers, you may experience copy quality problems, paper jams, or possible component failures.*

If you are loading pre-drilled paper load it into Tray 5 (Bypass) with the undrilled long edge as the leading edge (holes to the left) for 1 sided output, the undrilled long edge as the trailing edge (holes to the right) for 2 sided output.

NOTE: *Do not load paper above the fill line of the paper tray edge guides.*

NOTE: *Fan the desired paper before loading it into the Tray.*

Straighten the paper stack each time the paper tray is opened. Close the paper tray slowly to avoid shifting the paper stack. This ensures that the paper is in the correct position when the paper tray is in the operating position.

If paper feeding or copy curl problems occur, flip the paper over in the tray and make the copies again. If the performance improves, continue to load the paper in this manner. Testing has shown that paper handling and copy performance vary with room temperature, humidity, paper quality, image area on copies, etc. All of these variables interact and, in some cases, you must decide which paper loading method works best.

NOTE: *Coated papers are very susceptible to humidity. Multifeeds are much more likely with humidity greater than 40%. Environmental conditions may require that coated paper be fed one sheet at a time from Tray 5 (Bypass).*

Transparencies

Transparencies can only be fed from Tray 5 (Bypass). Stripeless transparencies are recommended. Striped transparencies must be loaded with the stripe face up, on the left side of the tray.

NOTE: Use only the transparencies recommended in the Recommended Materials for the WorkCentre 24.

After loading the transparencies you can program the copier printer to insert a blank separator page between transparencies by using the Transparency Separators feature.

For more information about the Transparency Separators feature, refer to the section entitled Transparency Separators, in this chapter.

Follow these guidelines to prevent static build up when using transparencies:

- Place no more than twenty 8.5x11 inch or A4 transparencies in Tray 5 (Bypass) at one time.
- Place only one 11x17 in. or A3 transparency in Tray 5 (Bypass) at a time.
- Remove the transparencies from the Center Output Tray before running additional sets.

NOTE: Transparencies cannot be delivered to the Finisher Tray.

For more specific information about materials that have been tested and approved for use in the WorkCentre 24, refer to the Recommended Materials for the WorkCentre 24. Information is also available off the main Xerox web site (www.xerox.com) and will be updated periodically.

Loading Paper into Trays 1, 2, 3, and 4

123...

- 1** To load a paper tray, pull the tray out.
- 2** Fan the paper and load the desired paper into the tray by aligning the edge of the paper against the left edge of the tray. The side to be copied should be facing up.
Do not fill the paper tray above the fill line.
- 3** Adjust the paper guides if necessary, until they lightly touch the paper.
- 4** Push the tray in gently until it comes to a stop.

Loading Stock into Tray 5 (Bypass)

The number of sheets that can be loaded in Tray 5 (Bypass) varies with the weight of the stock.

NOTE: Paper stocks which exhibit difficulties when fed from Trays 1,2,3 and 4 may be fed more reliably from Tray 5 (Bypass).

Do not add paper during a copying job. Do not interleave transparencies with paper in Tray 5 (Bypass).

NOTE: Make sure to select the appropriate paper type (i.e. transparencies, heavyweight paper). This will ensure that the images are fused properly in the printing/copying process.

123...

- 1** Open Tray 5 (Bypass) by grasping the tray and gently pushing it away and down from the printer/copier.
- 2** Check the position of the front edge paper guide for Tray 5 (Bypass).
NOTE: The guide should only be set to the 12 inch position for papers wider than A3 (297 mm), such as 12x18 inches.

- 3** Fan the paper and load paper with the side to be copied or printed on facing down. Insert the paper lightly along the paper guide on the front side of the machine until it comes to a stop.
- 4** Adjust the back edge paper guide until it lightly touches the paper.
NOTE: *Do not load mixed size paper into the tray. Do not load materials above the fill line located on the paper guide*
- 5** Select the appropriate size and type for the paper you have loaded.
- 6** Remove all stock from Tray 5 (Bypass) after the job is complete. Dust and moisture can cause copy quality defects.

Loading 12 x 18 inch Paper

Use Tray 5 (Bypass) for 12x18 inch (305 x 457 mm) paper.

123...

- 1** Open Tray 5 (Bypass) by grasping the tray and gently pushing it away and down from the printer/copier.
- 2** Adjust the front edge paper guide for Tray 5 (Bypass) to the 12x18 position.
- 3** Load up to 100 sheets of 12x18 inch (305 x 457 mm) 20 lb. paper into Tray 5 (Bypass). Load paper with the side to be copied or printed on facing down.
- 4** Adjust the back edge guide until it lightly touches the paper.
- 5** Select 12x18 in. under Standard Size, and select the appropriate type for the paper you have loaded.
- 6** When the job is complete, return the paper guides for Tray 5 (Bypass) to their normal position.

Loading SRA3 Paper into Tray 5 (Bypass)

123...

- 1** Open Tray 5 (Bypass) by grasping the tray and gently pushing it away and down from the printer/copier.
- 2** Adjust the front edge paper guide to the closest position forward beyond the 12x18 in. position.
- 3** Load the SRA3 paper into Tray 5 (Bypass). Load the paper with the side to be printed on facing down.
- 4** Adjust the back edge guide until it lightly touches the paper.




NOTE: *SRA3 paper is not recommended for copy jobs. Performance using this paper size may vary. The maximum image area is 303 x 476.6mm with a guaranteed area of 297 x 476.6mm.*



CAUTION: *Do not place any objects or materials other than the appropriate stock on Tray 5 (Bypass). Printer/copier damage may occur.*

Copier Features

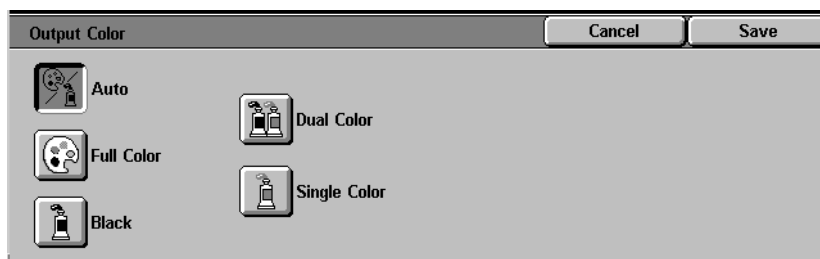
Basic Copying Tab

1 Basic Copying	2 Added Features	3 Image Quality	4	5	6	Menu
Output Color	2 Sided	Reduce/Enlarge	Paper Supply			
Auto	1→1 Sided	100%	Auto			
Full Color	1→2 Sided (H to H)	Auto %	1 A4 		Bond	
Black	2→2 Sided (H to H)	64% 17"→11"	2 A3 		Bond	
Dual Color-Red/Black	2→1 Sided (H to H)	129% 11"→17"	3 8.5×11" 		Bond	
More...	More...	More...	More...			

Below is a brief description of each feature available on the *Basic Copying* tab. Each feature is explained in detail on the following pages.

- Output Color** Allows you to select the colors to be used for copying.
- 2 Sided** Allows you to select one or two-sided originals, with options for one or two-sided output.
- Reduce/Enlarge** Allows you to select the size of the output image from automatic reduction/enlargement, preset values, or variable independent ratios for the image length and width.
- Paper Supply** Allows you to select the tray that contains the correct output paper size and type.

Output Color



The Output Color feature allows you to select the desired output color.

The following options are available:

Auto The Auto Color option enables the copier to determine if the document is black and white or color. If the document is black and white, the Black option is selected automatically. If the document is colored, the Full Color option is selected.

The DADF must be closed for the Auto Color option to function. In order for the scanner to accurately sense color on a document, the color area must be greater than 50 mm² (approximately 2 inches²). If the color area is less, select the Full Color option. Also some very dark colors may be sensed as black. In this case, select the Full Color option as well.

NOTE: *With Auto selected, the printer/copier runs at the speed for color copying, even if the originals are B/W.*

NOTE: *The sensitivity of Auto for detecting color vs. B/W can be adjusted in System Settings mode under Output Color Recognition.*

Full Color Enables the copier to make copies using all four toner colors: Yellow, Magenta, Cyan and Black.

Black The Black option should be selected when the desired output is a black and white copy. Black and white copies can be made from any original. With Black selected only Black toner is used.

Dual Color The Dual Color option enables the copier to make copies in two preset colors. The color of colored areas and black areas of the document can be specified.

Single Color The color setting Red, Green, Blue, Yellow, Magenta, or Cyan can be selected.

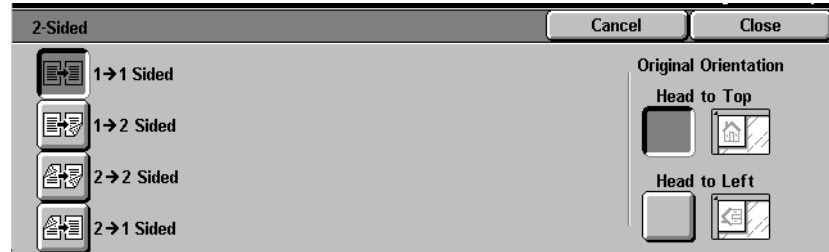
NOTE: *Custom colors can be programmed in System Settings mode under Setting Custom Colors.*

You can select several Output Color options from the *Basic Copying* tab or select the **More...** button to get a complete set of options.



- 1** On the *Basic Copying* tab select **More...** under Output Color to display the *Output Color* screen.
- 2** Select the desired option:
 - **Auto**
 - **Full Color**
 - **Black**
 - **Dual Color**
 - **Single Color**
- 3** Select **Start** to make copies or **Save** to select additional features.
NOTE: *Dual Color cannot be used with Negative Image.*
NOTE: *When Single Color or Dual Color is selected, Original Type cannot be selected.*

2 Sided



Use the 2-Sided feature to select one or two-sided originals, with options for one or two-sided output.

The following options are available:

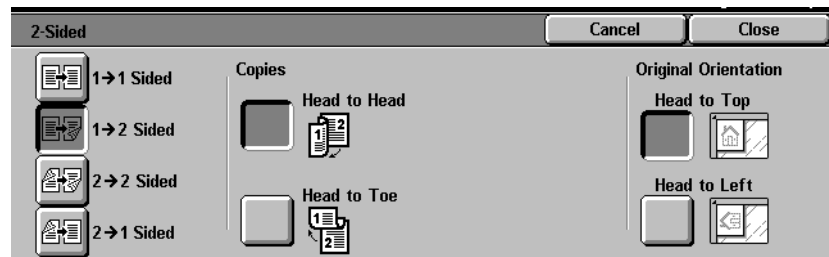
- 1 to 1 Sided** Makes one-sided copies from one-sided input. This is the default setting.
- 1 to 2 Sided** Makes two-sided copies from one-sided input.
- 2 to 2 Sided** Makes two-sided copies from two-sided input.
- 2 to 1 Sided** Makes one-sided copies from two-sided input.

NOTE: Some options are not available without a DADF.

You can select several 2 Sided options from the *Basic Copying* tab or use the *Added Features* tab.

123...

- 1 On the *Basic Copying* tab select **More...** under 2 Sided.
- 2 Select the desired option:
 - **1 to 1 Sided**
 - **1 to 2 Sided**
 - Select **Head to Head** for two-sided, head-to-head output, as for books.
 - Select **Head to Toe** for two-sided, head-to-toe output, as for calendars.



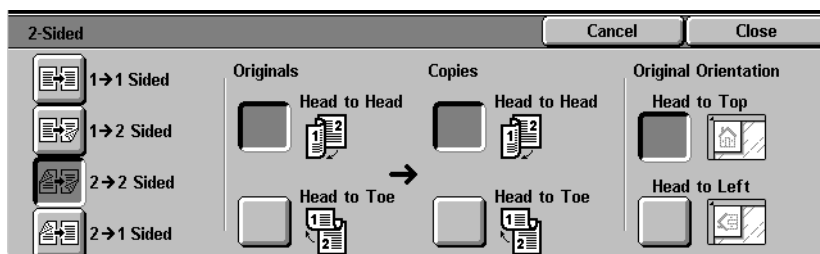
- **2 to 2 Sided**

Select the option for your Originals

- **Head to Head** if your originals are two-sided, head-to-head.
- **Head to Toe** if your originals are two-sided, head-to-toe.

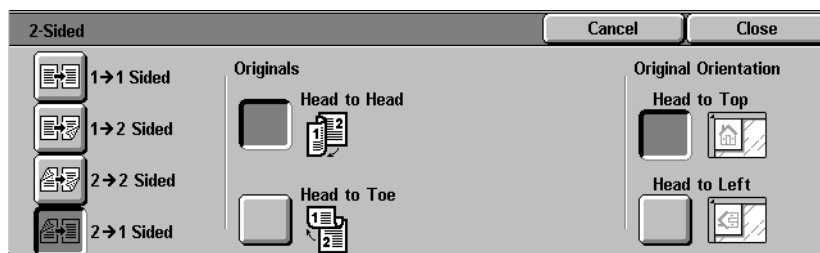
Select the option for your Copies

- **Head to Head** for two-sided, head-to-head output, as for books.
- **Head to Toe** for two-sided, head-to-toe output, as for calendars.



- **2 to 1 Sided**

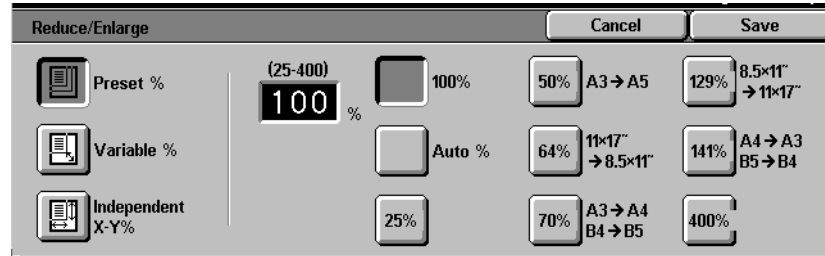
- Select **Head to Head** if your originals are two-sided, head-to-head.
- Select **Head to Toe** if your originals are two-sided, head-to-toe.



- 3** Select the icon that most closely resembles the Original Orientation for the loaded document(s).
- 4** Select **Start** to make copies or **Close** to select additional features.

NOTE: 1 to 2 Sided or 2 to 2 Sided cannot be selected when using Auto Size Detect for Tray 5 (Bypass), Repeat Image, Book Duplex, Transparency Separators, Poster, or Booklet Creation.

Reduce/Enlarge



The Reduce/Enlarge feature allows you to copy the image at different magnifications. Copies may be reduced to 25% or enlarged to 400%, in 1% increments.

The following options are available:

100% Copies are the same size as the original. This is the default setting.

Auto% This option automatically reduces or enlarges the copy, based on the size and orientation of the document and the paper supply selected. This option is applied only to standard size documents.

The copy image will be reduced or enlarged in the same proportions for X (horizontal) and Y (vertical) directions.

Auto Paper selection is not available when Auto% is selected.

Presets% There are 7 preset percentages to choose from. The selected percentage displays in the value box on the Reduce/Enlarge screen. These presets can be changed in System Settings mode.

Variable% Select the Variable% option to enter the desired percentage for Reduce/Enlarge. Use either the up and down arrows or the number buttons that display on the Touch Screen.

Independent X-Y% Select the Independent X-Y% option to copy the image at different, independent magnifications from 25% to 400% for the X and Y directions.

For example, you can enlarge the image to 129% in the X direction and reduce it to 64% in the Y direction by using the Touch Screen arrows.

Independent X-Y% Auto The Auto option automatically calculates the reduction and enlargement based on the original document size and on the output paper size when using Independent X-Y%. The copy image will be reduced or enlarged in the different proportions for X and Y directions.

You can select several Reduce/Enlarge options from the *Basic Copying* tab or select the More... button to get a complete set of options.

Using Presets%

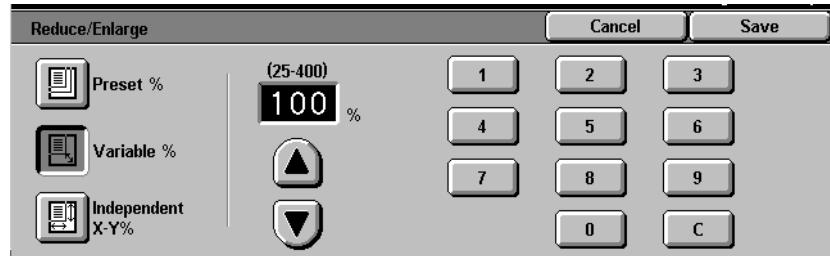


- 1** On the *Basic Copying* tab select **More...** under Reduce/Enlarge.
- 2** On the *Reduce/Enlarge* screen, select the **Presets%** option.
- 3** Select **100%**, **Auto%**, or the desired preset percentage.
- 4** Select **Start** to make copies or **Save** to select additional features.

123...

Using Variable%

- 1 Under Reduce/Enlarge on the *Basic Copying* tab select **More...**
- 2 On the *Reduce/Enlarge* screen, select the **Variable%** option.

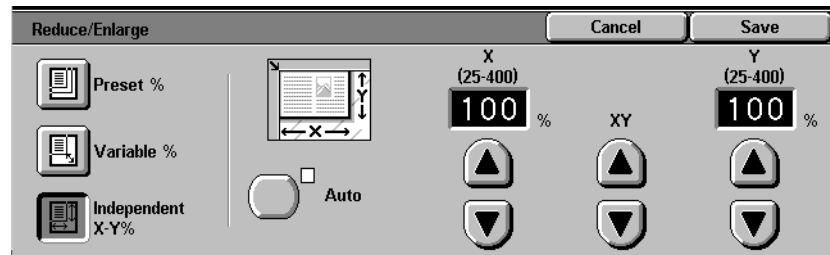


- 3 Perform one of the following:
 - Press the arrow buttons to increase or decrease the percentage value in increments of 1.
 - Use the Numeric Keypad on the Touch Screen to enter a specific percentage from 25 through 400. Press the **Clear (C)** button to clear the value entered.
- 4 Select **Start** to make copies or **Save** to select additional features.

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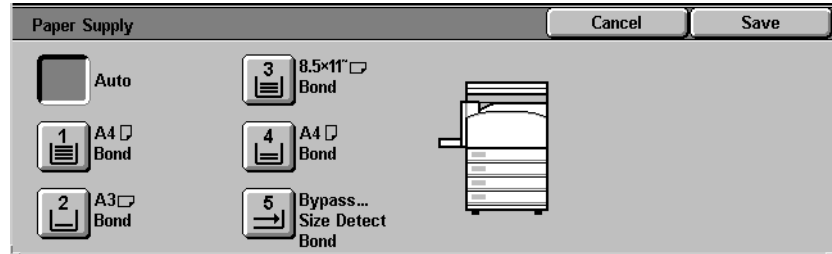
Using Independent X-Y%

- 1 Under Reduce/Enlarge on the *Basic Copying* tab select **More...**
- 2 On the *Reduce/Enlarge* screen, select the **Independent X-Y%** option.



- 3 Perform one of the following:
 - Press the up arrow to increase the percentage value for X, X&Y, or Y in increments of 1.
 - Press the down arrow to decrease the percentage value for X, X&Y or Y in decrements of 1.
 - Press **Auto**.
- 4 Select **Start** to make copies or **Save** to select additional features.

Paper Supply



The Paper Supply option enables you to select output paper size and type.

The *Basic Copying* tab displays the Auto Paper selection feature. This option enables the copier to automatically detect the original document size and select the same standard size paper from Trays 1, 2, 3, or 4.

The *Basic Copying* tab also displays the contents of three other trays enabling you to specify your selection for output size. The Paper Supply More... button enables you to access the *Paper Supply* screen.

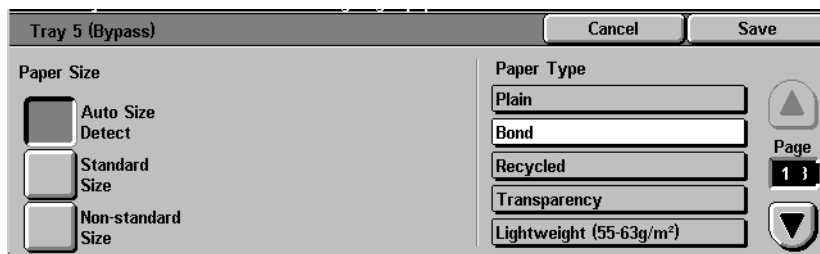
The paper size displayed for Trays 1, 2, 3, and 4 is set when you adjust the paper guides as part of the process of loading paper. The paper type for the trays can be set in System Settings mode.

You may select both the paper size and paper type on the detail screen when loading paper into Tray 5 (Bypass).

123...

- 1 On the *Basic Copying* tab under Paper Supply, select one of the following:
 - Select **Auto** to enable the copier to automatically select the appropriate paper.
 - Select **More...** to display the *Paper Supply* screen.
- 2 If More... is selected, select the tray that displays the desired paper.
- 3 Select **Start** to make copies or **Save** to select additional features.

Programming the Paper Supply for Tray 5 (Bypass)



You must select the paper size and paper type when loading paper into Tray 5 (Bypass). Auto Size Detect can be used with standard size paper.

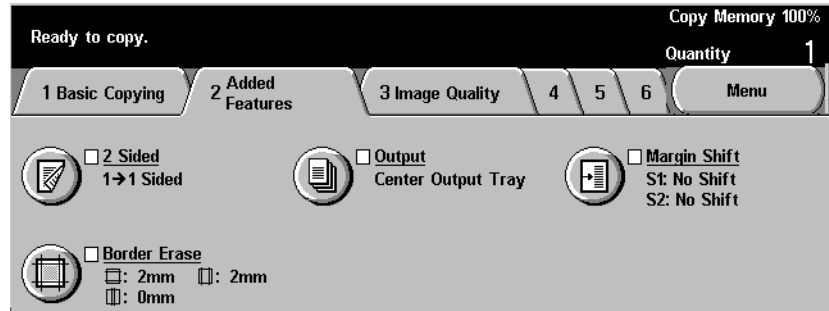
123...

- 1** On the *Basic Copying* tab select **More...** under Paper Supply.
- 2** Select **Tray 5 (Bypass)** to display the *Tray 5 (Bypass)* screen.
- 3** Perform one of the following to select Paper Size:
 - Select **Auto Size Detect**.
 - Select **Standard Size**.
 - Select the paper size from the list. Use the up and down arrows to see more selections.
 - Select **Non-standard Size** and enter in the X (width) and Y (length) dimensions by using the arrows.
 - Press the left or right arrows to decrease or increase the X dimension (140-483mm).
 - Press the up or down arrows to increase or decrease the Y dimension (100-305mm).

- 4** Select the appropriate Paper Type using the up and down arrow buttons. You can select Plain, Bond, Recycled, Transparency, and Lightweight - Extra Heavyweight paper.
- 5** Select **Save** to return to the *Paper Supply* screen.
- 6** Select **Start** to make copies or **Save** to select additional features.

NOTE: *Paper Tray 5 cannot be used with the following features: Auto Size Detect with 1 to 2-Sided and 2 to 2-Sided, Auto Reduction/Enlargement, Auto Center, Corner Shift, Negative Image, Mirror Image, Book Duplex, Booklet Creation, Multiple Up, Repeat Image, Bound Originals and Poster.*

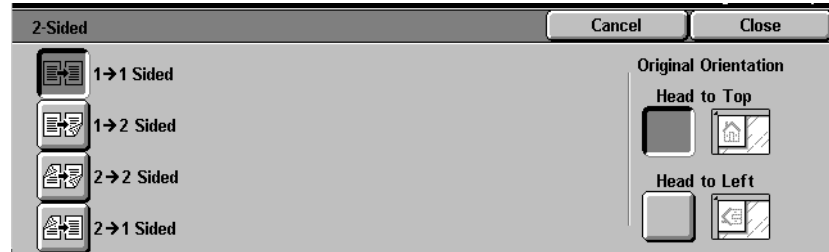
Added Features Tab



Below is a brief description of each feature available on the *Added Features* tab. Each feature is explained in detail on the following pages.

- 2 Sided** Allows you to select one or two-sided originals, with options for one or two-sided output.
- Output** Enables you to select the desired output order and destination of the output.
- Margin Shift** Enables you to center a document image, shift the image to one edge or move the image to a specified edge of the output copy.
- Border Erase** Allows you to erase any undesired images around the border or center of a document.

2 Sided



Use the 2 Sided feature to select one or two-sided originals, with options for one or two-sided output.

The following options are available:

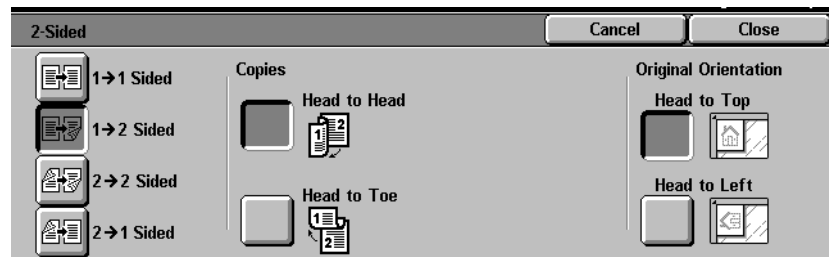
- 1 to 1 Sided** Makes one-sided copies from one-sided input. This is the default setting.
- 1 to 2 Sided** Makes two-sided copies from one-sided input.
- 2 to 2 Sided** Makes two-sided copies from two-sided input.
- 2 to 1 Sided** Makes one-sided copies from two-sided input.

NOTE: Some options are not available without a DADF.

You can select several 2 Sided options from the *Basic Copying* tab or the *Added Features* tab.



- 1** On the *Added Features* tab select **2 Sided**.
- 2** Select the desired option:
 - **1 to 1 Sided**
 - **1 to 2 Sided**
 - Select **Head to Head** for two-sided, head-to-head output, as for books.
 - Select **Head to Toe** for two-sided, head-to-toe output, as for calendars.



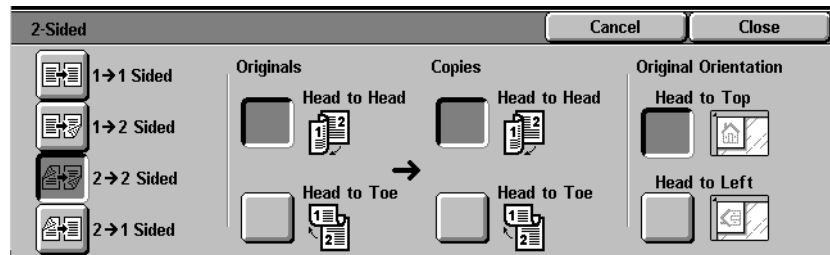
- **2 to 2 Sided**

Select the option for your Originals

- **Head to Head** if your originals are two-sided, head-to-head.
- **Head to Toe** if your originals are two-sided, head-to-toe.

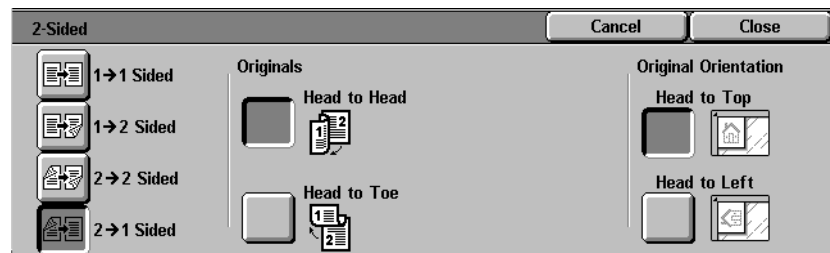
Select the option for your Copies

- **Head to Head** for two-sided, head-to-head output, as for books.
- **Head to Toe** for two-sided, head-to-toe output, as for calendars.



- **2 to 1 Sided**

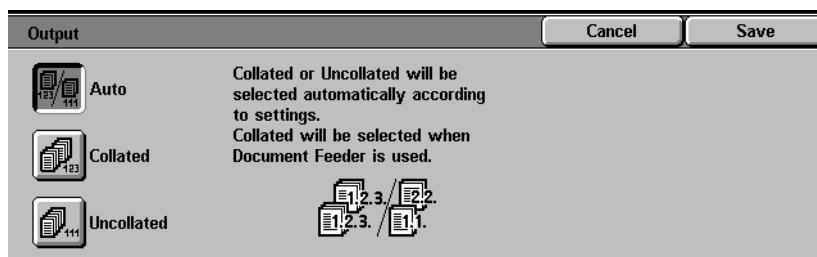
- Select **Head to Head** if your originals are two-sided, head-to-head.
- Select **Head to Toe** if your originals are two-sided, head-to-toe.



- 3** Select the icon that most closely resembles the Original Orientation for the loaded document(s).
- 4** Select **Start** to make copies or **Close** to select additional features.

NOTE: 1 to 2-Sided or 2 to 2-Sided cannot be selected when using Auto Size Detect for Tray 5 (Bypass), Repeat Image, Transparency Separators, Poster, or Booklet Creation.

Output



The Output feature enables you to select the destination of the output and determine whether it will be collated or uncollated.

The following options are available:

- Auto** The copier automatically determines which output mode (collated or uncollated) for the job and delivers the copies to the output tray.
- Collated** Collated sets are delivered to the output tray.
- Uncollated** Uncollated sets are delivered to the output tray.

Collated refers to copies that are delivered as sets. Each copy set is in the order in which the originals were placed in the DADF. For example, if the originals are placed in the DADF in 1, 2, 3 order and you want to make 3 copies, the copy sets will output in 1, 2, 3 order.

Uncollated refers to copies that are delivered in the order in which they were copied. For example, if the originals are placed in the DADF in 1, 2, 3 order and you want to make 3 copies, the copy sets will output in 1, 1, 1, 2, 2, 2, 3, 3, 3 order.



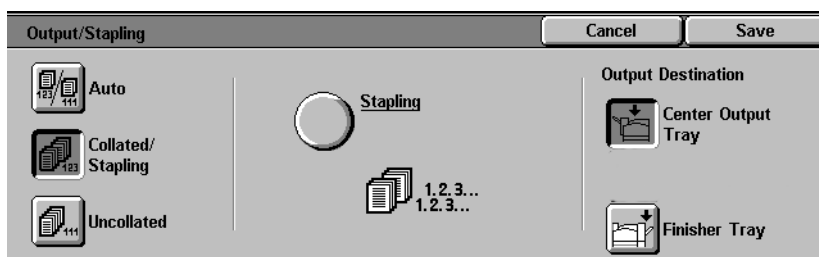
- 1** On the *Added Features* tab select **Output**.
- 2** Select the desired option:
 - **Auto**
 - **Collated**
 - **Uncollated**
- 3** If you have a Finisher (optional accessory), select the desired Output Destination:
 - **Center Output Tray**
 - **Finisher Tray**
- 4** Select **Start** to make copies or **Save** to select additional features.

Stapling

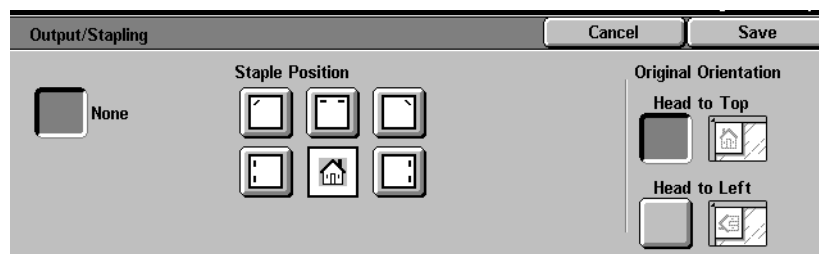
This section describes the procedure for programming the Output feature to staple output. You must have a Finisher (optional accessory) to staple output.

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- 1 On the *Added Features* tab select **Output**.

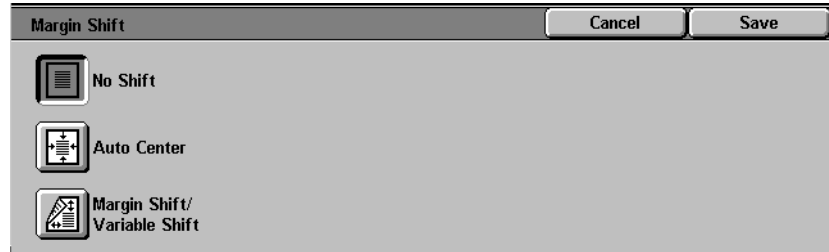


- 2 Select **Collated/Stapling**.
- 3 Select **Stapling**. The *Stapling* screen is displayed.



- 4 Select the desired stapling position.
The Finisher Tray is automatically selected as the Output Destination.
- 5 Select the desired Original Orientation:
 - **Head to Top**
 - **Head to Left**
 Select **Save**.
- 6 Select **Start** to make copies or **Save** to select additional features.

Margin Shift



The Margin Shift feature allows you to shift the position of the image on the copy. The image can be centered on the copy or moved to the top, bottom, left or right. When copying both sides, different settings can be set for Side 1 and Side 2.

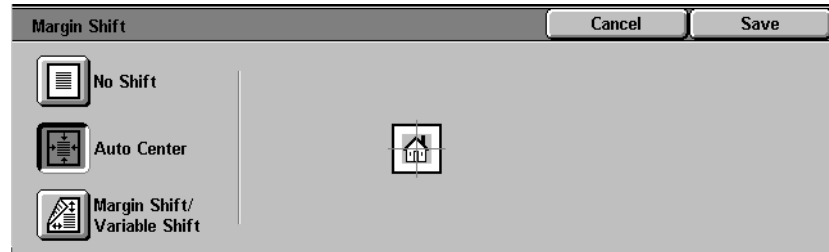
The following types of Margin Shift are available:

- No Shift** Copies are made without shifting the original. This is the default setting.
- Auto Center** Select this to center an image on the copy when the original and copy paper are a different size. It may also be used to center a reduced or enlarged image on the output paper.
- Corner Shift** Select this to move your image to a specified corner.
- Variable Shift** Select this to move your image up, down, left or right by entering in a value. The range is from 0 to 50mm in 1mm increments.

123...

Using the Auto Center Feature

- 1 On the *Added Features* tab select **Margin Shift**.
- 2 Select **Auto Center**.

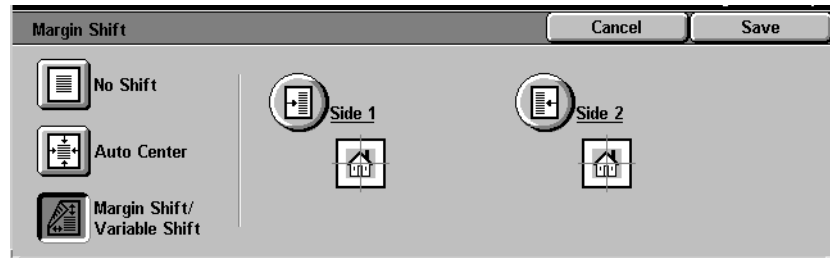


- 3 Select **Start** to make copies or **Save** to select additional features.

123...

Using the Margin Shift/Variable Shift Feature

- 1 On the *Added Features* tab select **Margin Shift**.
- 2 Select **Margin Shift/Variable Shift**.
- 3 Select the desired option:



- **Side 1**
 - **Side 2**
- 4 Select the desired shift option:
 - **No Shift**
 - **Auto Center**
 - **Corner Shift**
 - Press the arrow icon that illustrates the desired location of the image on the output copy.
 - **Variable Shift**
 - Press the left arrow to shift the image toward the left edge. Press the right arrow to shift the image toward the right edge.
 - Press the up arrow to shift the image toward the top edge. Press the down arrow to shift the image toward the bottom edge.
 - 5 Select the icon that most closely resembles the Original Orientation for the original.
 - 6 Select **Start** to make copies or **Save** to select additional features.

Border Erase



The Border Erase feature enables you to eliminate unwanted marks near the edges of the original from the output copy. The range for Border Erase is 0 through 50mm in 1mm increments.

Border Erase options can be used individually or combined together:

- Top & Bottom** For Normal the default is 2mm. For Variable Erase the default is 5mm.
- Left & Right** For Normal the default is 2mm. For Variable Erase the default is 5mm.
- Center** The default is 0mm.

The selected settings are applied to both sides of 2-sided copies.

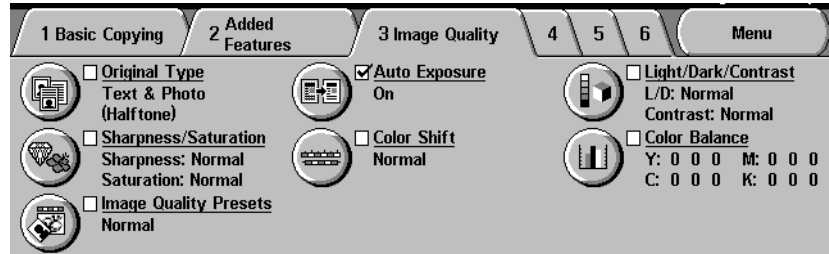
When the image is reduced or enlarged, the selected percentage will be applied to the Border Erase. For example, if Variable Erase is set to 30mm, a 50% reduction will result in 15mm of border erase on the output.

When making copies the copier adds a margin of 2mm to all sides. This cannot be eliminated.



- 1** On the *Added Features* tab select **Border Erase**.
- 2** Select **Variable Erase**.
- 3** Press the up or down arrows to increase or decrease the Border Erase amount(s) for Top & Bottom, Left & Right, and Center.
- 4** Select the icon that most closely resembles the Original Orientation for the loaded document(s).
- 5** Select **Start** to make copies or **Save** to select additional features.

Image Quality Tab



Below is a brief description of each feature available on the *Image Quality* tab. Each feature is explained in detail on the following pages.

- Original Type** Enables you to select the type of original document you wish to copy to ensure optimum copy quality.
- Auto Exposure** Prevents the background color of an original from appearing on the output copies.
- Lighter/Darker/Contrast** Allows you to adjust the lightness, darkness and contrast of the output copy.
- Sharpness/Color Saturation** Allows you to adjust the amount of edge definition and the overall richness of the color of the output copy
- Color Shift** Allows you to shift all of the copy colors toward the adjacent hue.
- Color Balance** Enables you to set the balance of Yellow, Magenta, Cyan and Black by varying degrees of density for each color.
- Image Quality Presets** Automatically adjusts the image quality settings to produce output with various predetermined effects.

Original Type



The Original Type feature enables you to define the kind of original document you wish to copy. The copier automatically makes adjustments to optimize the copy based on the original type.

The following types are available:

Text & Photo Use for original documents that contain pictures and printed text, as you often see in magazines or professional journals.

NOTE: *This is the default setting. Originals do not have to contain photographs and text. Simply use this setting to apply the best sharpness and density levels automatically for optimum color quality on all your color copies.*

Text Use for text documents composed of fine line characters or other high contrast documents with bright, dense colors. Selecting this option suppresses background color.

Photo Use for photographs or lithographs.

Other Color Originals Use for original documents containing colored background such as maps, originals marked by highlighter pens, and documents printed on inkjet printers.



- 1** On the *Image Quality* tab select **Original Type**.
- 2** Select the type of Original:
 - **Text & Photo**

Select the Photo Type that best describes the photo in the original document

 - **Halftone:** Use this option when copying from newspapers or magazines
 - **Photograph:** Use this option when copying photos
 - **Color Copies:** Use this option when copying Xerographic reproductions
 - **Text**
 - **Photo**

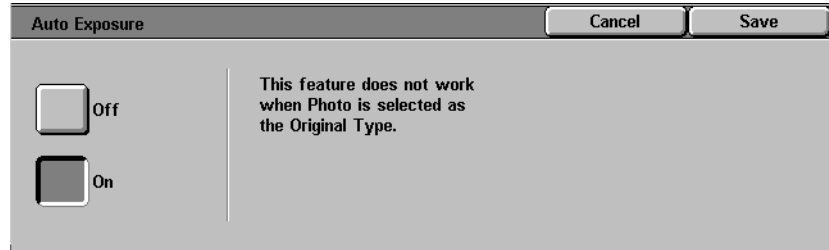
Select the Photo Type that best describes the photo in the original document

 - **Halftone:** Use this option when copying from newspapers or magazines
 - **Photograph:** Use this option when copying photos
 - **Color Copies:** Use this option when copying Xerographic reproductions
 - **Other Color Originals**

Select the option that best describes the original document

 - **Map:** Use this option when copying from originals with colored backgrounds such as maps
 - **Highlighted Originals:** Use this option when copying from originals marked with highlighter pen
 - **Inkjet Originals:** Use this option when copying from originals made on Inkjet printers
- 3** Select **Start** to make copies or **Save** to select additional features.

Auto Exposure

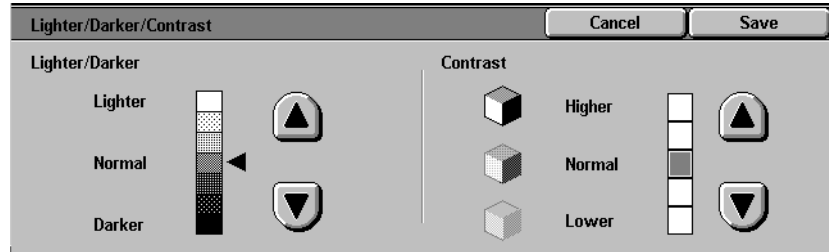


This feature prevents the background color of an original from appearing on the output copy. A newspaper or colored paper are examples of this type of original.

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- 1** On the *Image Quality* tab select **Auto Exposure**.
- 2** Select **On**.
- 3** Select **Start** to make copies or **Save** to select additional features.

Lighter/Darker/Contrast



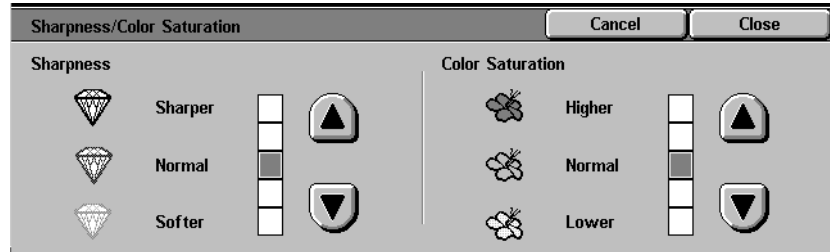
The Lighter/Darker feature enables you to adjust the overall lightness or darkness of the output copy. Contrast allows you to adjust the clearness of the image. If you increase the Contrast, the copy appears sharp & vivid and is composed of mainly high and low density elements. If you decrease the Contrast, the copy is softer and renders more uniformly using mid-tones.

There are seven levels of adjustment for Lighter/Darker and five levels of adjustment for Contrast.



- 1** On the *Image Quality* tab select **Lighter/Darker/Contrast**.
- 2** Press the up and down arrows to Lighten or Darken the original.
- 3** Press the up and down arrows to adjust the Contrast the original.
- 4** Select **Start** to make copies or **Save** to select additional features.

Sharpness/Saturation



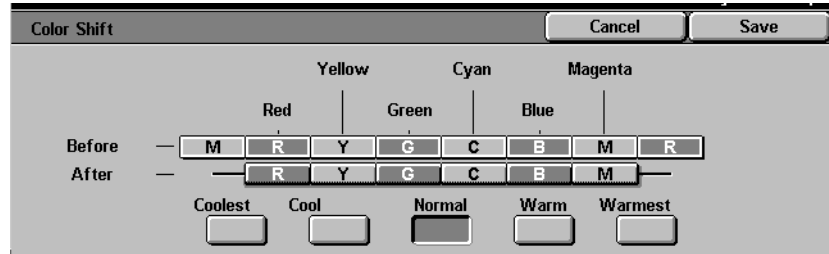
The Sharpness feature allows you to adjust the amount of edge definition on the copies. The Color Saturation feature allows you to adjust the overall richness of color on the copy. There are five levels of adjustment for each feature.

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- 1** On the *Image Quality* tab select **Sharpness/Saturation**.
- 2** Press the up and down arrows to increase or decrease the Sharpness of the original.
- 3** Press the up and down arrows to adjust the Color Saturation of the original.
- 4** Select **Start** to make copies or **Save** to select additional features.

NOTE: *Color Saturation cannot be adjusted when the Black is selected for Output Color.*

Color Shift



The Color Shift feature allows you to shift all of the copy colors toward the adjacent hue.

If you select one of the Warm buttons, the red colors shift toward the yellow hue, the green colors shift toward the cyan hue, and the blue colors shift toward the magenta hue. All colors between these original colors also shift in the same direction.

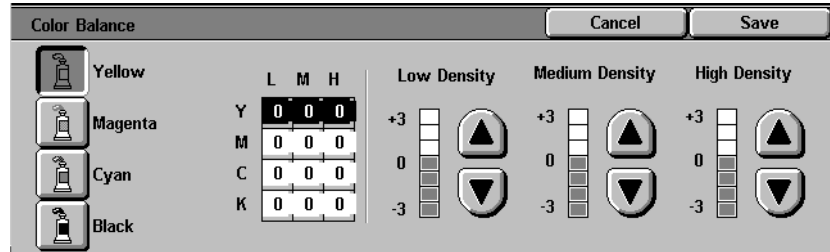
If you select one of the Cool buttons, the red colors shift toward the magenta hue, the blue colors shift toward the cyan hue, and the green colors shift toward the yellow hue. Again, all colors between these original colors also shift in the same direction.

123...

- 1** On the *Image Quality* tab select **Color Shift**.
- 2** Press the button for the desired Color Shift ranging from Coolest to Warmest.
- 3** Select **Start** to make copies or **Save** to select additional features.

NOTE: *Color Shift cannot be adjusted when Black is selected for Output Color.*

Color Balance

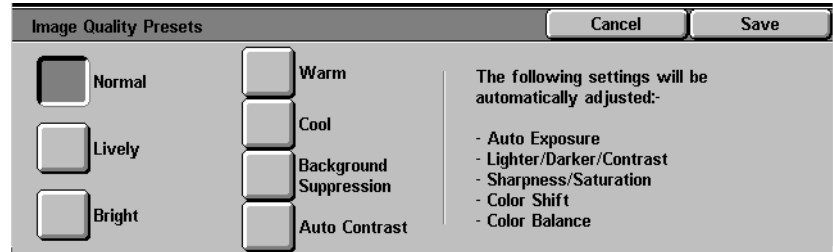


The Color Balance feature allows you to adjust the balance between colors and the overall amount of color on the output copies. You can adjust the levels of all four process colors (Yellow, Magenta, Cyan, and Black) for their low, medium and high density ranges.

123...

- 1** On the *Image Quality* tab select **Color Balance**.
- 2** Select the button for the color you want to adjust.
- 3** Select the desired density (Low, Medium, High) and perform one of the following:
 - Press the up arrow to increase the amount of color to be added.
 - Press the down arrow to decrease the amount of color to be added.
- 4** Select **Start** to make copies or **Save** to select additional features.

Image Quality Presets



The Image Quality Presets feature automatically changes Image Quality settings to produce various predetermined effects.

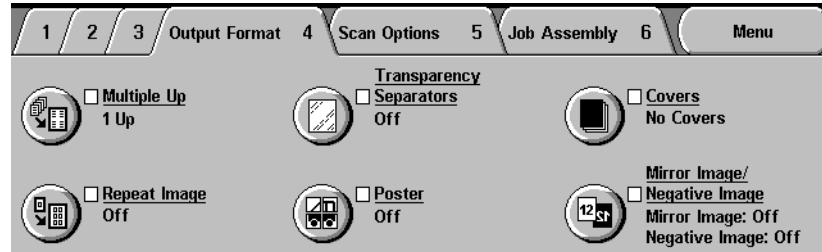
The following options are available:

- Normal** Makes no changes to the image quality and produces copies with the same quality and density of the original. This is the default setting.
- Lively** Uses the highest color saturation to produce rich, vivid output colors.
- Bright** Produces a sharp, clear image on the copy.
- Warm** Produces a soft image on the copy by transforming low density colors into light and reddish colors. Use this setting to apply a light pink tone to skin colors and to give a soft tone to dark, warm colors.
- Cool** Produces a strong, clear blue tone on the copy. This setting can be used to make the blue color of water stronger and to make dark, cold colors clearer.
- Background Suppression** Prevents undesired marks or images that are printed on the back of an original from appearing on the output copies.
- Auto Contrast** Adjusts brightness and saturation to produce clearer looking images.



- 1** On the *Image Quality* tab select **Image Quality Presets**.
- 2** Press the button for the desired option.
- 3** Select **Start** to make copies or **Save** to select additional features.

Output Format Tab



Below is a brief description of each feature available on the *Output Format* tab. Each feature is explained in detail on the following pages.

Multiple Up

Allows you to copy 2 or 4 images from multiple originals onto a single page.

Transparency Separators

Allows you to insert blank paper separators between transparencies. Also copy sets can be made in conjunction with the transparencies.

Covers

Allows you to add covers to your copied sets using paper drawn from a different tray than your copies.

Repeat Image

Allows you to copy a single image multiple times onto one page.

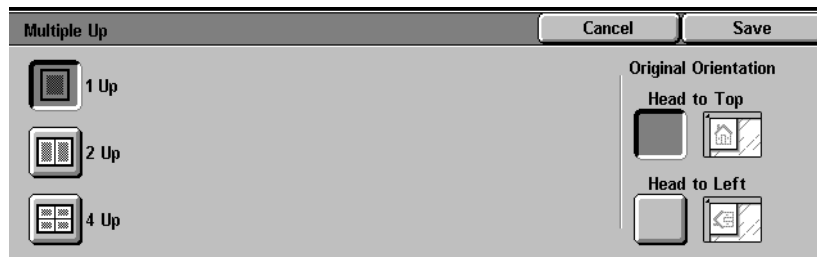
Poster

Allows you to create a poster size reproduction of the original document by creating multiple images that can be trimmed and joined together after.

Mirror Image/Negative Image

Enables you to create negative, mirror or negative mirror images on your output copy.

Multiple Up



The Multiple Up feature enables you to copy 2 or 4 images from multiple originals onto a single page.

NOTE: When using this feature place the originals in the DADF.

NOTE: Depending on the size of the original, some image loss might occur along the edge of the image.

The following options are available:

- 1 Up** Copies one image on each output copy.
- 2 Up** Copies two images on each output copy.
- 4 Up** Copies four images on each output copy.

NOTE: This feature is not available with a platen only configuration.

123...

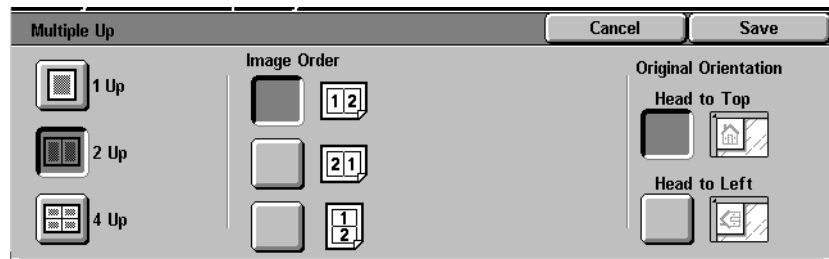
1 On the *Output Format* tab select **Multiple Up**.

2 Select the desired option:

- **1 Up**
- **2 Up**

Select the desired Image Order:

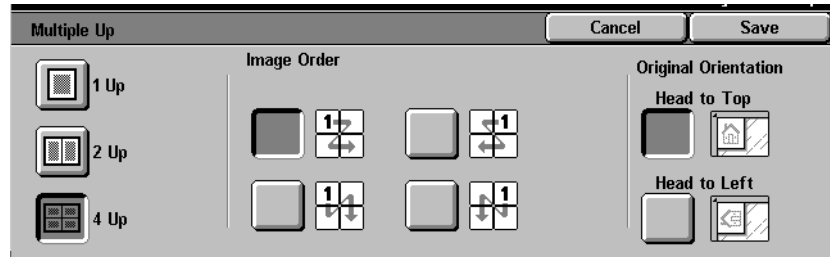
- **Left to Right**
- **Right to Left**
- **Top to Bottom**



- **4 Up**

Select the desired Image Order:

- Horizontally from the upper left corner
- Horizontally from the upper right corner
- Vertically from the upper left corner
- Vertically from the upper right corner



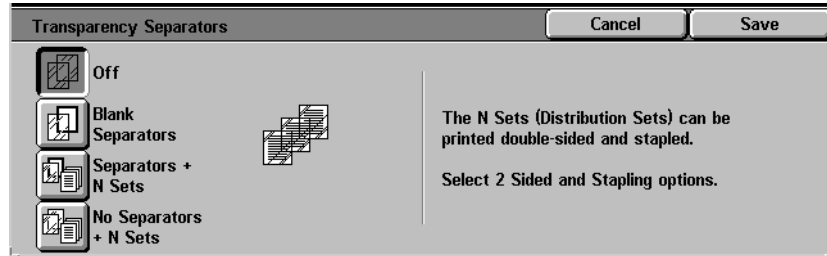
3 Select the icon that most closely resembles the Original Orientation for the loaded documents.

4 Select **Start** to make copies or **Save** to select additional features.

NOTE: *Multiple Up cannot be used with the following features: Auto Paper Tray Selection, Bound Originals, Book Duplex, Poster, Repeat Image, Booklet Creation, and Mixed Size Originals.*

NOTE: *When Border Erase or Margin Shift is used with Multiple Up, the erase or shift amount is reflected on each original document.*

Transparency Separators



When the Transparency Separators feature is used, the copier automatically inserts a blank sheet of paper between the transparency copies. In addition to the transparency set, you may also select copy sets.

The following options are available:

- Off** Copies are made without transparency separators.
- Blank Separators** A blank sheet of paper is inserted between every transparency. Only one set can be made.
- Separators + N Sets** A blank sheet of paper is inserted between every transparency. In addition the quantity selected determines how many copy sets (N sets) will also be made as part of the job.
- No Separators + N Sets** A transparency set is made without blank separators. In addition the quantity selected determines how many copy sets (N sets) will also be made as part of the job.

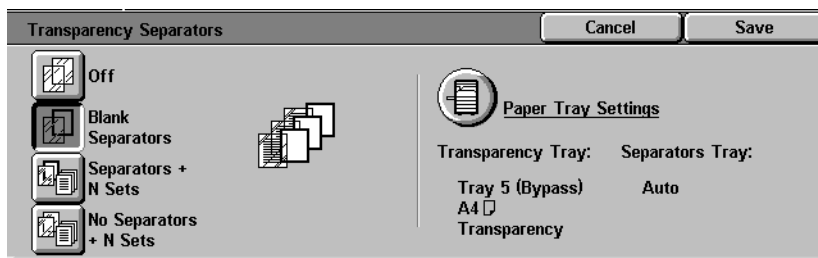
NOTE: When using this feature, load transparencies into Paper Tray 5. Make sure that there is paper of the same size and orientation in another tray for the separators and/or copy sets.

NOTE: Separators are blank sheets of paper and are not added to the Meter count.

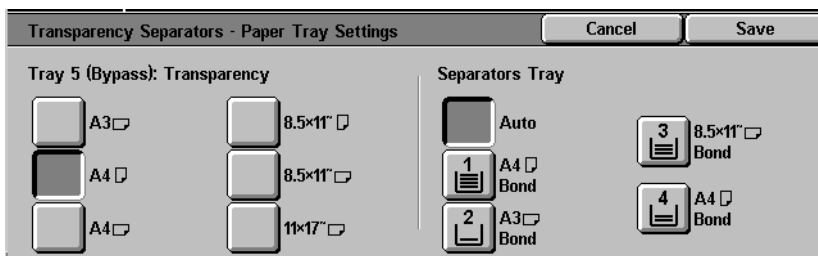
Selecting Blank Separators

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- 1 On the *Output Format* tab select **Transparency Separators**.
- 2 Select **Blank Separators**.



- 3 Select **Paper Tray Settings**.

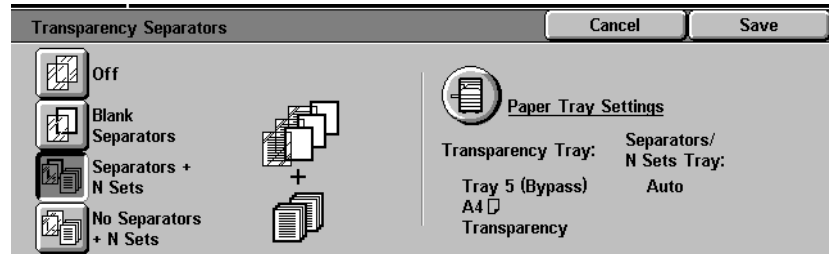


- 4 Select the size/orientation of the transparencies loaded in Tray 5 (Bypass).
- 5 Select the paper tray to use for the Blank Separators.
- 6 Select **Start** to make copies or **Save** to select additional features.

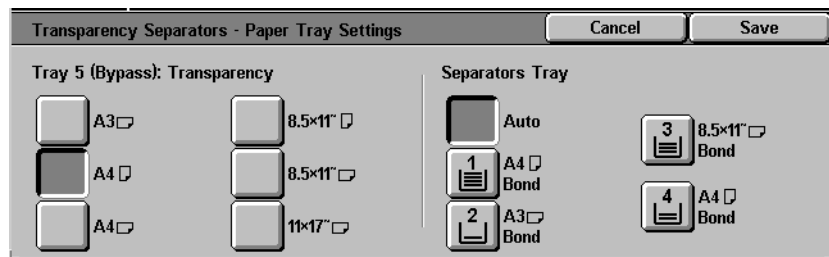
123...

Selecting Separators + N Sets

- 1 On the *Output Format* tab select **Transparency Separators**.
- 2 Select **Separators + N Sets**.



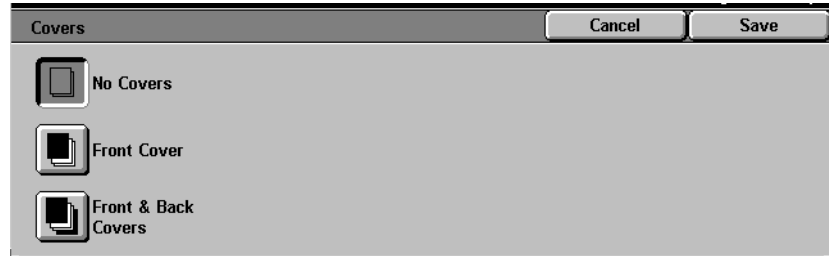
- 3 Select **Paper Tray Settings**.



- 4 Select the size/orientation of the transparencies loaded in Paper Tray 5.
- 5 Select the paper tray to use for the Separators and N sets.
- 6 Select **Save**.
- 7 Select **Start** to make copies or **Save** to select additional features.

NOTE: *Transparency Separators cannot be used with the following features: Uncollated, Reduce/Enlarge, Covers, Booklet Creation, Book Duplex, and 2-Sided output.*

Covers



This feature allows you to add covers to your copied sets, using paper drawn from a different tray than your copies. You can have blank or printed covers.

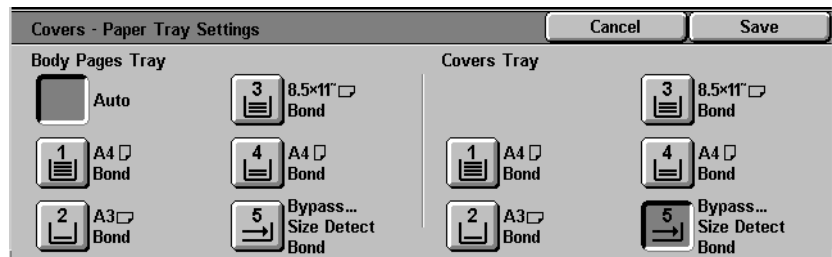
The following options are available:

- No Covers** No Covers are added to the copy set. This is the default setting.
- Front Covers** A Front Cover is added to the copy set with or without an image.
- Front & Back Covers** A Front & Back Cover is added to the copy set with or without an image.

To copy an image on only one side of the cover when making 2-Sided copies, insert a blank sheet in the original set of documents in the appropriate position before making copies.

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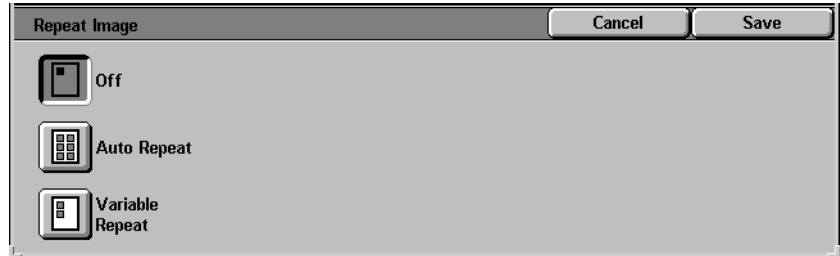
- 1 On the *Output Format* tab select **Covers**.
- 2 Select the desired option:
 - **No Covers**
 - **Front Covers**
 - **Front & Back Covers**
- 3 If you selected Front Covers or Front & Back Covers, select the desired Printed Covers option.
- 4 Select **Paper Tray Settings**.



- 5 Select the correct paper tray for the Body Pages and Covers.
- 6 Select **Save**.
- 7 Select **Start** to make copies or **Save** to select additional features.

NOTE: Covers cannot be used with the following features:
*Uncollated, Repeat Image, Poster, Transparency Separators,
 Booklet Creation, and Auto Paper selection.*

Repeat Image



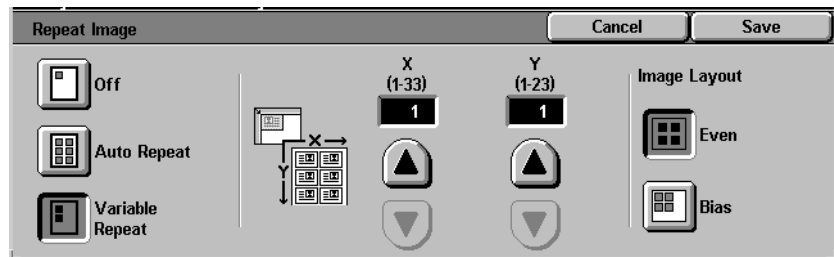
The Repeat Image feature enables you to copy a single image multiple times onto one page.

The following options are available:

- Off** This is the default setting, which produces only one image per output page.
- Auto Repeat** This option enables the copier to automatically determine the number of output images that will fit on a single page.
- Variable Repeat** With this option you can specify the number of images that will print on a single sheet by selecting the number of rows and columns.

123...

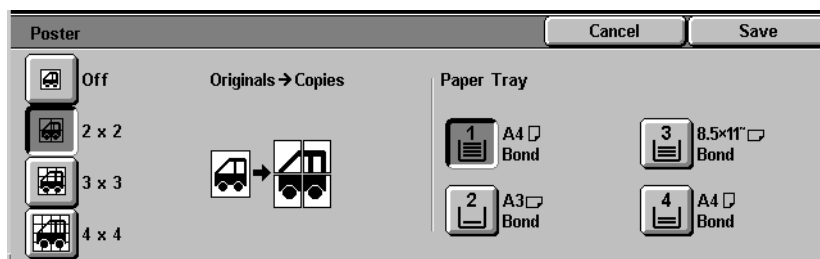
- 1 On the *Output Format* tab select **Repeat Image**.
- 2 Select the desired option:
 - **Off**
 - **Auto Repeat**
 - **Variable Repeat**



- Press the up arrow to increase the number of images to print in a column, or press the down arrow to decrease the number. The range is from 1 through 33.
 - Press the up arrow to increase the number of images to print in a row, or press the down arrow to decrease the number. The range is from 1 through 23.
- 3 For Auto Repeat and Variable Repeat select the Image Layout for the output copy.
 - **Even:** Centers all the images on the output copy.
 - **Bias:** Places the images one after the other on the output copy.
 - 4 Select **Start** to make copies or **Save** to select additional features.

NOTE: Repeat Image cannot be used with the following features: Auto Paper selection, Multiple Up, Bound Originals, Poster, Book Duplex, Covers, and Booklet Creation.

Poster



This feature allows you to create a poster size reproduction of the original document by creating multiple images that can be trimmed and joined together after. There will be a 10mm image overlap on the copies to allow for the trimming and joining required to assemble the copies into a poster.

When using this feature place the original on the Document Glass in the same orientation as the orientation of the paper loaded in the selected paper tray. The DADF cannot be used.

The following options are available:

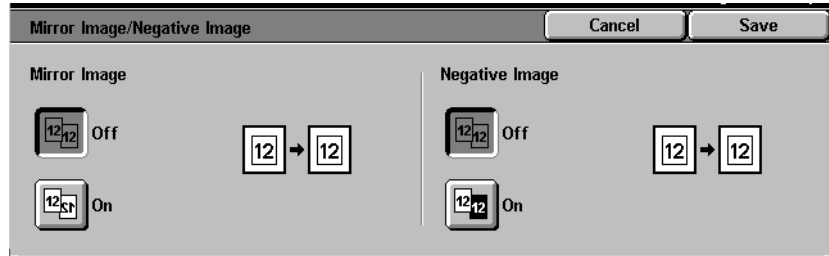
- 2 x 2** The document is copied and divided onto a total of four sheets, two in the X direction and two in the Y direction.
- 3 x 3** The document is copied and divided onto a total of nine sheets, three in the X direction and three in the Y direction.
- 4 x 4** The document is copied and divided onto a total of sixteen sheets, four in the X direction and four in the Y direction.



- 1** On the *Output Format* tab select **Poster**.
- 2** Select the desired option:
 - **2 x 2**
 - **3 x 3**
 - **4 x 4**
- 3** Select the desired Paper Tray.
- 4** Select **Start** to make copies or **Save** to select additional features.

NOTE: *Poster cannot be used with the following features: Tray 5 (Bypass), Auto Paper Tray selection, 1 to 2 Sided, 2 to 2 Sided, Multiple Up, Collated, Repeat Image, Bound Originals, Covers, Book Duplex, Transparency Separators, Booklet Creation, and Build Job.*

Mirror Image/ Negative Image



When the Mirror Image feature is selected, the output copy appears as a mirror image reflection of the original document. The Negative Image feature reverses the colors of the whole document image.

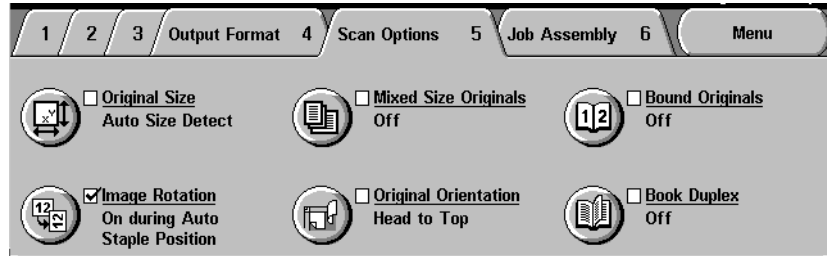
NOTE: *Negative Image cannot be used with Dual Color.*

NOTE: *When Negative Image is used with Border Erase, the Border Erase area becomes white.*

123...

- 1 On the *Output Format* tab select **Mirror Image/ Negative Image**.
- 2 Select the desired options:
 - Select **On** or **Off** for Mirror Image.
 - Select **On** or **Off** for Negative Image.
- 3 Select **Start** to make copies or **Save** to select additional features.

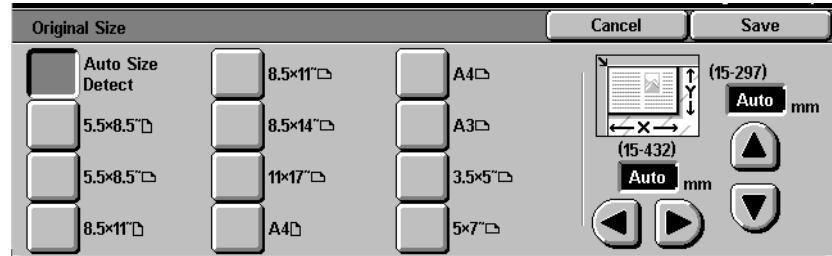
Scan Options Tab



Below is a brief description of each feature available on the *Scan Options* tab. Each feature is explained in detail on the following pages.

- Original Size** Enables you to specify the size of the original document to be copied.
- Mixed Size Originals** Allows you to place documents of mixed sizes into the DADF for copying.
- Bound Originals** Automatically scans two adjoining pages of a bound document and copies them onto two separate sheets of paper.
- Image Rotation** Automatically rotates the image to match the copy output paper when the original orientation and the copy paper are different.
- Original Orientation** Allows you to indicate the top of the original so that your output will be oriented as desired.
- Book Duplex** Allows you to make two-sided copies from a bound original.

Original Size



Use the Original Size feature to specify the original document size.

The following options are available:

Auto Detect

The copier automatically recognizes the size of standard documents in the DADF or on the Document Glass. This is the default setting.

Standard Sizes

Select the document size from one of the 11 preset sizes. These presets can be changed in System Settings mode. You must place the original on the Document Glass.

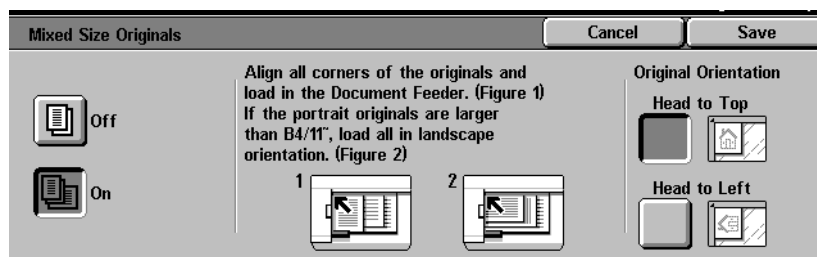
Non-standard Sizes

Allows you to manually enter the size of the document placed on the Document Glass.

123...

- 1** On the *Scan Options* tab select **Original Size**.
- 2** Perform one of the following:
 - Select **Auto Size Detect** to have the copier identify the size of the original document.
 - Select the appropriate size of the document from one of the preset size buttons.
 - Enter the width (X) and length (Y) dimensions of the original document.
 - Press the arrow buttons to decrease or increase the X and Y dimensions. X dimensions range from 15 to 432mm in 1 mm increments. Y dimensions range from 15 to 297mm in 1 mm increments.
- 3** Select **Start** to make copies or **Save** to select additional features.

Mixed Size Originals



This option allows you to place documents of standard mixed sizes into the DADF for copying. When the Mixed Size Originals feature and Auto Paper selection are selected, the copier automatically identifies each document size and selects the appropriate paper tray. You can also specify a paper tray so that all copies are made on the same size paper.

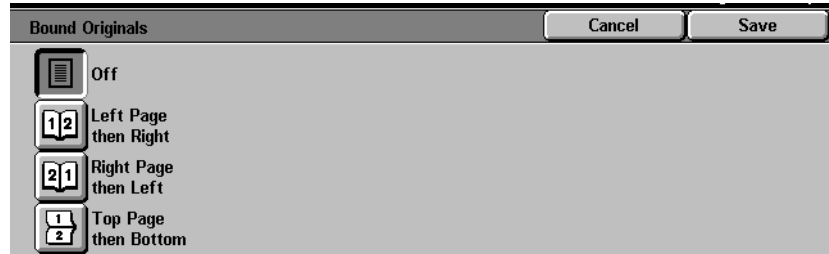


- 1** On the *Scan Options* tab select **Mixed Size Originals**.
- 2** Select the desired option:
 - **Off**: when documents are all the same size.
 - **On**: when documents are different sizes.
- 3** Load the mixed size originals with one edge of every sheet aligned evenly against the top left corner of the DADF to avoid misfeeds.
- 4** Select the icon that most closely resembles the Original Orientation for the loaded documents.
- 5** Select **Start** to make copies or **Save** to select additional features.

NOTE: *Mixed Size Originals cannot be used with the following features: Covers, Transparency Separators, Multiple Up, Auto Repeat Image, and Booklet Creation.*

NOTE: *This feature is not available with a platen only configuration.*

Bound Originals



The Bound Originals feature enables you to copy a bound document such as books, magazines, notebooks, or stapled sets. When this feature is selected, each page is copied onto a separate sheet of paper.

You must place your bound document face down in the upper left corner of the Document Glass. The DADF cannot be used.

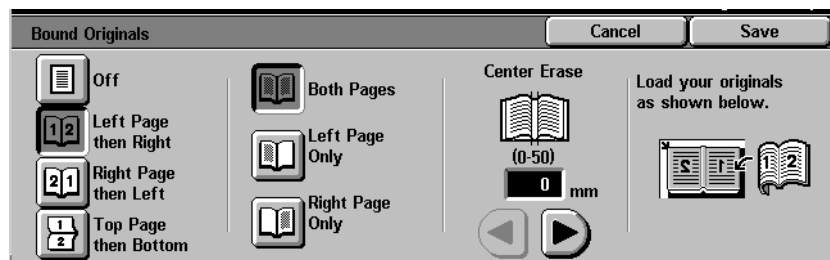
The following options are available:

- Off** This is the default.
- Left Page then Right** Copies are made starting from the left page of a bound document.
- Right Page then Left** Copies are made starting from the right page of a bound document.
- Top Page then Bottom** Copies are made starting from the top page of a bound document.

Along with the Bound Originals feature, Center Erase is offered. This option allows you to remove the shadow caused by the center binding of bound documents when they are copied. This corresponds to the Center Erase feature under Margin Shift.

123...

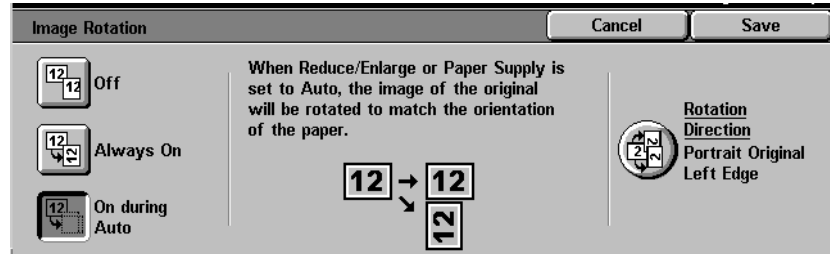
- 1 On the *Scan Options* tab select **Bound Originals**.
- 2 Select the desired format:
 - **Left Page then Right**
 - **Right Page then Left**
 - **Top Page then Bottom**
- 3 Select which pages are to be copied:



- **Both Pages**
 - **Left Page Only**
 - **Right Page Only**
- 4 Press the left and right arrows to decrease or increase the Center Erase amount from 0 to 50mm.
 - 5 Select **Start** to make copies or **Save** to select additional features.

NOTE: *Bound Originals cannot be used with the following features: Auto Size Detect for Tray 5, Multiple Up, Repeat Image, Book Duplex, and Poster.*

Image Rotation



This feature allows the machine to automatically rotate the image so that the orientation of the document matches the output paper.

The following options are available:

- Off** The copier will not rotate the image even if the orientation differs from the output paper.
- Always On** The copier will automatically rotate the image if the orientation differs from the output paper.
- On during Auto** The copier will automatically rotate the image if the orientation differs from the output paper only when Auto Paper selection is selected, or Auto % is selected in Reduce/Enlarge. If a specific paper tray is selected without Auto %, image rotation will not occur.



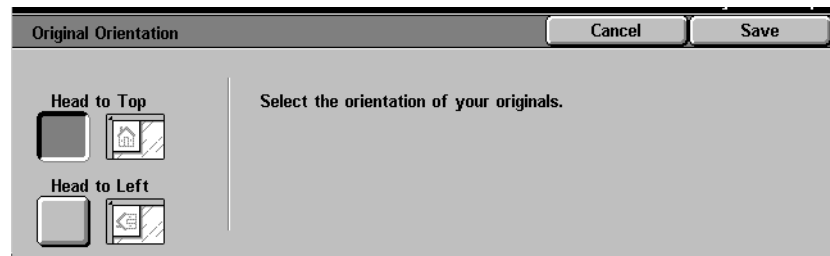
- 1** On the *Scan Options* tab select **Image Rotation**.
- 2** Select the desired option:
 - **Off**
 - **Always On**
 - **On during Auto**
- 3** If using Mixed Size Originals, select **Rotation Direction**. Select the desired option:
 - **Portrait Original - Left Edge**
 - **Portrait Original - Right Edge**

- 4** Select **Start** to make copies or **Save** to select additional features.

NOTE: *Image Rotation cannot be used with the following features: Auto Size Detect for Paper Tray 5, Repeat Image and Poster.*

NOTE: *When Booklet Creation is selected, Image Rotation occurs automatically regardless of the Image Rotation setting.*

Original Orientation

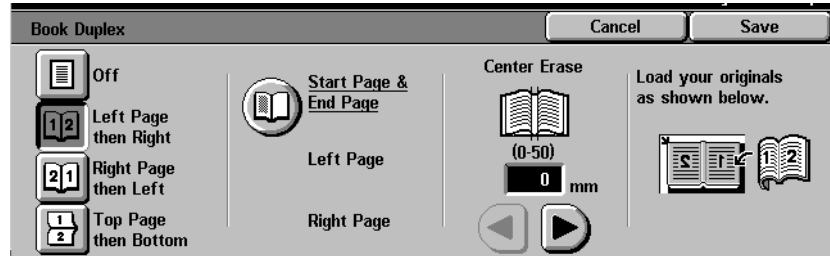


The document orientation must be set to indicate the top of the original when using the following features: 2-Sided, Margin Shift, Border Erase, Multiple Up, Repeat Image, Mixed Size Originals, and Independent X-Y%.

Original Orientation is designed as follows:

- Head to Top** Select this when placing the top of the document at the top of the DADF or Document Glass.
- Head to Left** Select this when placing the top of the document towards the left of the DADF or Document Glass.

Book Duplex



The Book Duplex feature enables you to make 2 Sided copies of a bound document such as books, magazines, notebooks, or stapled sets.

You must place your bound document face down in the upper left corner of the Document Glass. The DADF cannot be used.

The following options are available:

Left Page then Right

Copies are made starting from the left page of a bound document.

Right Page then Left

Copies are made starting from the right page of a bound document.

Top Page then Bottom

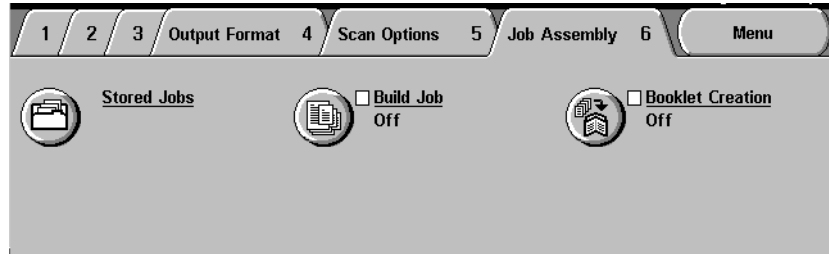
Copies are made starting from the top page of a bound document.

Along with the Book Duplex feature, Center Erase is offered. This option allows you to remove the shadow caused by the center binding of bound documents when they are copied. This corresponds to the Center Erase feature under Margin Shift.



- 1** On the *Scan Options* tab select **Book Duplex**.
- 2** Select the desired option:
 - **Left Page then Right**
 - **Right Page then Left**
 - **Top Page then Bottom**
- 3** Select **Start Page & End Page** and select the desired options. Press **Save** to return to the *Book Duplex* screen.
- 4** Press the left and right arrows to decrease or increase the Center Erase amount from 0 to 50mm.
- 5** Select **Start** to make copies or **Save** to select additional features.

Job Assembly Tab



Below is a brief description of each feature available on the *Job Assembly* tab. Each feature is explained in detail on the following pages.

- Stored Jobs** Allows you to program various feature settings in the built-in copier memory as a single job.
- Build Job** Allows you to build a job using different settings for each page or segment of a job.
- Booklet Creation** Automatically copies your originals such that the output set can be folded into a booklet.

Stored Jobs



The Stored Jobs feature allows you to program various feature settings in the built-in copier memory as a single job. Up to 8 jobs can be stored and up to 18 characters can be entered for each job name. This feature is especially helpful for complex jobs that you run frequently.

You can retrieve stored jobs and apply their programming features to a new copy job. Deleting stored jobs frees that memory position for storing different jobs.

123...

Storing a Job

- 1** Program the features and options you want to save for future use.
- 2** On the *Job Assembly* tab select **Stored Jobs**.
- 3** Select **Store**.
- 4** Select the desired icon to identify the job number.
- 5** Select **Enter/Change Name** to name the job.
- 6** Select the job number.
- 7** Enter a name up to 18 characters long for the stored job and select **Save**.
- 8** Select **Close**.

123...

Deleting a Job

- 1** On the *Job Assembly* tab select **Stored Jobs**.
- 2** Select **Delete**.
- 3** Select the job number you want to delete.
- 4** Select the desired option:
 - **Yes:** to confirm the deletion.
 - **No:** to cancel the deletion.
- 5** Select **Close**.

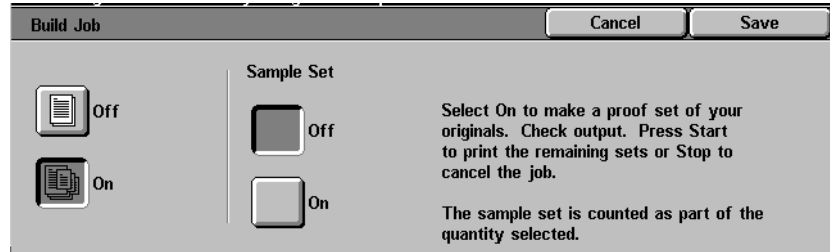
You can now store a new job in place of the job you deleted.

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Retrieving a Job

- 1** On the *Job Assembly* tab select **Stored Jobs**.
- 2** Select the job number you want to retrieve.
- 3** Select **Close**.
- 4** Select **Start** to make copies.

Build Job



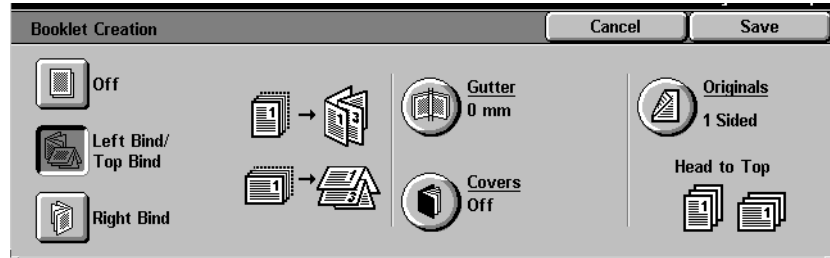
Build Job enables you to program, scan, and store individual job segments of a large or complex job, and then print all the segments as one complete job.

123...

- 1** On the *Job Assembly* tab, select **Build Job**.
- 2** Select **On**.
- 3** To make a sample set of your originals, select **On** for Sample Set. Select **Save**.
- 4** Load your originals for the first segment of the job.
- 5** Set the desired features for the job and press **Start**.
- 6** Check that **Next Original** is selected while the document is being copied.

- 7** Load the next segment of the job, and set the desired features.
 - **Chapter Division** - If you select Chapter Division, the next document will be copied onto Side 1, if 2 Sided is selected.
 - **Change Settings** - Select **Change Settings** to change job features for the next segment of the job. When you select Change Settings, the *Basic Copying* screen is displayed. Select the desired features.
- 8** Select **Start**. Repeat steps 5 through 7 for each job segment.
- 9** Select **Last Original** after the last segment is scanned.
 - **Sample Set Off** - If you selected **Off** for Sample Set, the entire job will be output.
 - **Sample Set On** - If you selected **On** for Sample Set, one copy of the job will be output.
 - Check the sample set, and select whether or not to output the remaining number of copies. Select **Start**.

Booklet Creation



This feature copies your originals to make a booklet. The maximum number of originals that can be used is 100.

If the number of originals is not a multiple of four, blank pages will be automatically added.

The following options are available to indicate binding location:

Left Bind / Top Bind

Use this for a booklet that will be bound in a left to right format or top to bottom format, such as a calendar.

Right Bind

Use this for output that will be bound in a right to left format.



- 1** On the *Job Assembly* tab select **Booklet Creation**.
- 2** Select the required binding location.
 - **Left Bind/Top Bind**
 - **Right Bind**
- 3** Select **Gutter** if you want to add space in the center of your output for a gutter ranging from 0 to 50mm.
- 4** Select **Covers** if you want to add a cover to the job.
- 5** Select **Originals** to specify 1 or 2 Sided originals and their orientation.
- 6** Select **Start** to make copies or **Save** to select additional features.

NOTE: *Booklet Creation cannot be used with Auto Paper selection, Mixed Size Originals, 2 Sided, Uncollated, Multiple Up, Repeat Image, Poster, Covers, and Transparency Separators.*

Duplex Automatic Document Feeder (DADF) (Optional Accessory)

This section describes the Duplex Automatic Document Feeder (DADF) for the WorkCentre 24 printer/copier.

The DADF automatically feeds up to 50 sheets of the same size documents or mixed size documents, one at a time, onto the Document Glass, feeding the top sheet first. Documents are delivered to the Original Catch Tray after they have been copied.

NOTE: *If the DADF belt is dirty and the original is a thin or transparent document, background may appear on the output. This may also occur when copies are made using the Document Glass. Place a white sheet of paper of the same size on top of the document being copied to eliminate background until the belt is cleaned.*

Component Names and Functions

The following items are the principal components of the Duplex Automatic Document Feeder.

Document Feed Lamp	This lamp displays a green arrow when a document is inserted correctly into the feeder. This light can also indicate a document jam.
Original Catch Tray	Documents are delivered to this tray.
Original Input Area	Place documents here to start copying.

Document Specifications

Always use the recommended types of input documents so that the Duplex Automatic Document Feeder operates within the design specifications. Documents jams may occur if non-standard documents are used, resulting in damaged documents.

Standard DADF document specifications

Weight The document should be 16 lb. to 32 lb. (64 to 128 gsm)

Size North and South America:

8.5x5.5 in., 8.5x11 in., 8.5x14 in., 11x17 in., A4

European market:

A5, A4, A3, 8.5x13 in., 8.5x14 in., 8.5x11 in., 11x17 in.

If the DADF senses non-standard size documents in the feeder, a message is displayed and the printer/copier stops. Place such non-standard documents on the Document Glass, or enter the document size using the Original Size feature on the *Scan Output* tab.

For more information about Original Size, refer to the section entitled Scan Output Tab in this chapter.

If the input document is slightly smaller or larger than a standard size document, the Duplex Automatic Document Feeder may detect it as a standard size document. Dark areas or an image loss along the edges may occur. Enter the document size using the Original Size feature, or use the Border Erase feature on the *Added Features* tab.

For more information about Border Erase, refer to the section entitled Added Features Tab, in this chapter.

Documents Not Recommended

The following document types cause document jams or malfunction of the printer/copier. Make copies of these documents by placing them directly onto the Document Glass.

- Book, pamphlet, and booklet documents
- Broken, creased, or paste-up documents
- Documents with clips and staples
- Transparent documents (the document size cannot be detected automatically, or the DADF belt is copied)
- Coated paper or carbon-backed documents
- Documents smaller than A5 size (8.5 x 5.5 inches)
- Documents with glossy surfaces such as photographs

Loading the Documents

Placing Documents on the Document Glass



- 1** Open the Platen cover or the DADF.
- 2** Place the document face down, and align it against the inside left cover of the Document Glass.
- 3** Close the Platen cover or the DADF.

Loading Documents in the DADF

You can load up to 50 documents from 16 lb. to 32 lb. (64 to 128 gsm) into the DADF.

123...

- 1** Remove any paper clips or staples from the documents. Align the documents.
- 2** Place the documents face up in the Original Input Area of the DADF. Slide the documents to the left until the green Document Feed Lamp lights.
If the lamp does not light, readjust the alignment and or the placement of the documents until the lamp lights.
- 3** Slide the document guide toward the stack of documents until the guide lightly touches the side edges of the documents. If the document guide is set too tight, the documents may not feed or may become damaged. If the guide is set too loose, the documents may skew as they feed, which could cause a document jam.
- 4** Extend the DADF Original Catch Tray to accommodate the size of the documents.
- 5** Press the **Start** button.
The documents automatically feed one by one, onto the Document Glass. The feeding begins from the top of the stack of documents.

Finisher (Optional Accessory)

	The WorkCentre 24 printer/copier may be equipped with an optional Finisher. The Finisher contains the following components:
Finisher Cover Button	Provides access to the Finisher paper path.
Finisher Tray	Completed jobs are delivered to this tray.
Finisher Front Door	Provides access to the Stapler area.
Staple Cartridge	Load a new staple pack when needed.
Finisher Stand	Supports the Finisher and may be used for storage.
Finisher Interface	Delivers the copies to the Finisher.
Center Tray Exit Cover	Provides access to the paper path.



WARNING: *Never cheat the safety interlock switch. Injury or a document jam may occur. This switch shuts off the Finisher power when you open the front door or when you move the Finisher to the right to clear a paper jam.*

Using the Finisher



















The Finisher can staple from 2 to 50 sheets (50-sheet maximum applies to up to 24lb / 90 gsm paper.) You can staple both portrait and landscape documents with single or dual staples. Output to the Finisher Tray is delivered face down. The Finisher Tray can hold up to 1000 sheets.

- [Jobs containing more than 50 sheets will not be stapled.](#)
- [Tray 5 \(Bypass\) cannot be selected as the paper source for a job going to the Finisher.](#)







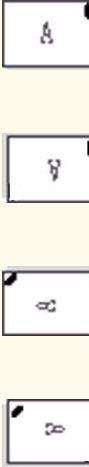



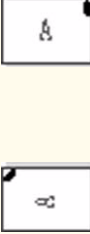

Stapling Options

Stapling options are selected from the UI or from your printer driver and depend on the paper selected. The table below shows the acceptable paper sizes and stapling options.

Copying

Paper Orientation	Paper Size	One Left	Two Left	Two Up	One Right	Two Right
LEF	B5, A4, 8.5x11 in.	 			 	
SEF	A4, 8x10 in., 8.5x11 in., 8.5x13 in., 8.5x14 in.	 			 	
SEF	B4, A3, 11x17 in.	 			 	

Printing

Paper Orientation	Paper Size	One Left	Two Left	Two Up	One Right	Two Right
LEF	B5, A4, 8.5x11 in.					
SEF	A4, 8x10 in., 8.5x11 in., 8.5x13 in., 8.5x14 in.					
SEF	B4, A3, 11x17 in.					

Job Status

This section describes how to check currently copying, printing, queued, or completed jobs. It also describes how to change print schedules to cancel print jobs, or to change the print priority of queued jobs.

Checking Current Jobs

This section describes the procedure for checking currently copying, printing or queued jobs.

123...

- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Current and Pending Jobs**. The *Current and Pending Jobs* screen is displayed.

A job list is displayed if jobs are stored to memory. The list displays currently printing or queued jobs and documents stored to memory. It also displays the current status of each job.

Job Status				Current and Pending Jobs	Completed Jobs	Stored Documents	Print Waiting Jobs
Doc. No. - Job Type	Status	Remote Terminal/Contents	Pages				
00010 -Print Job	↑ Print Wait		0/100	▲			
				▼			

- 3 Display the desired job using the up and down arrow buttons, and select the desired item from the list. The screen for checking the job status is displayed.

- 4 Check the status of the selected job.
 - To cancel a job select **Stop**. This cancels processing of the currently printing, copying, or queued job.
 - You can change the print priority when there are two or more queued jobs. To change the print priority:
 - Select **Promote Job**. The print order will be changed so that the job you instructed higher print priority to will be printed after the current job.

NOTE: *If you continue to change the print priority again after changing the print order in the print schedule, priority will be given to the job that you last instructed.*

Changing the Print Priority

The print order of jobs queued for printing can be changed. If there are two or more queued jobs in the list, you can change the print order so that jobs are printed in the order that they were received.

123...

- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Print Waiting Jobs**. Queued jobs in the list are printed according to the print priority. If there are no queued jobs in the list, Print Waiting Jobs cannot be selected.

Checking Completed Jobs

This section describes how to check completed jobs. A list displays whether jobs have been completed normally or not. This list also allows you to check details of completed jobs in more detail.

123...

- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Completed Jobs**. The *Completed Jobs* screen is displayed. A job list is displayed if there are completed jobs.

Job Status	Current and Pending Jobs	Completed Jobs	Stored Documents
Doc. No. - Job Type	Status	Remote Terminal/Contents	Pages
01234 - Copy Job	Completed		1/2
02468 - Print Job	Completed-Error		4/10
03702 - Secure Receive	Canceled		
04936 - Secure Print	Shutdown		8/20
06170 - Delayed Receive	Completed		

Page 1 10

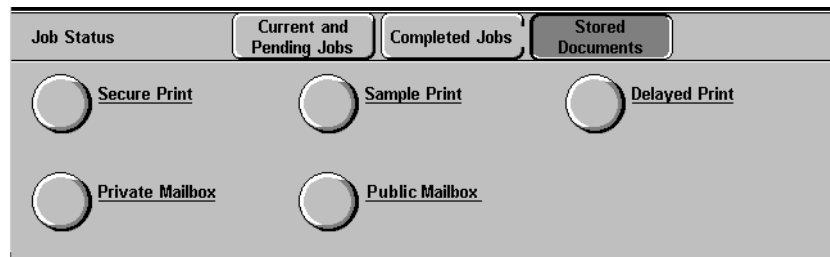
- 3 Select the job you want to check using the up and down arrow buttons. The screen for checking the job status is displayed.
- 4 Select **Close**. The screen returns to the *Job Status* screen.

Outputting/Deleting Secure Prints

This section describes how to output and delete documents saved by the secure print feature.

123...

- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Stored Documents**. The *Stored Documents* screen is displayed.



- 3 Select **Secure Print**. The *Secure Print* screen is displayed.
- 4 Select the ID number of the user you want to check.
 - Enter a 3-digit number for the user ID using Numeric Keypad on the control panel. When you have finished entering the number, the screen showing the desired item is automatically displayed. You can also select items using the up and down arrow buttons.

NOTE: The latest information can be updated by selecting *Refresh*.

- 5 Select **Document List**. The *Password* screen is displayed.

NOTE: The *Password* screen is not displayed if a password has not been set.
- 6 Enter the user password, and select **Confirm**. The secure documents for the selected user can be confirmed.

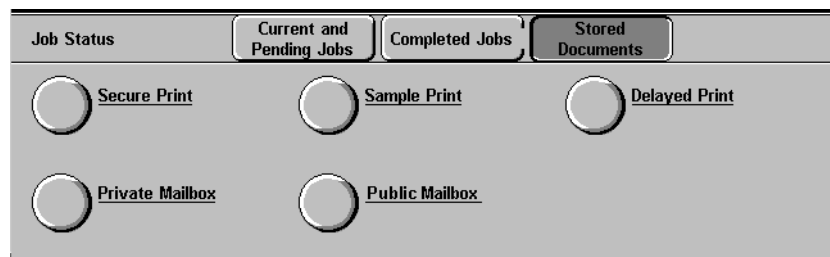
- 7** Select the document to print. All documents can be selected by selecting the **Select All**.
 - To print a secure document:
 - Select the secure document, and select **Print**. The *Print Confirmation* screen is displayed.
 - Select how the document is to be processed after it is printed.
 - To cancel printing, select **Cancel**.
 - To delete secure documents:
 - Select the secure document, and select **Delete**. The *Delete Confirmation* screen is displayed.
 - Select **Yes**.
 - To cancel the delete, select **No**.
- 8** Select **Close**. The screen returns to the *Stored Documents* screen.

Outputting Sample Prints

This section describes how to output and delete documents stored by the sample print feature. You can instruct the machine to output sample prints when you are printing multiple copies of a job from a client. Selecting this feature will instruct the machine to print only one copy of the job. To print the remaining copies after confirming the print result, instruct the machine to output the sample print.

123...

- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Stored Documents**. The *Stored Documents* screen is displayed.



- 3 Select **Sample Print**. The *Sample Print* screen is displayed.
- 4 Select the ID number of the user you want to verify.
 - Enter a 3-digit number for the user ID using the Numeric Keypad on the control panel. When you have finished entering the number, the screen showing the desired items is automatically displayed. You can select items using the up and down arrow buttons.

NOTE: Information can be updated by selecting *Refresh*.

- 5 Select **Document List**. The sample print documents for the selected user can be confirmed.

- 6** Select the document to print. You can select all documents by selecting **Select All**.
 - To print a sample print document:
 - Select the sample print document, and select **Print**. The *Print Confirmation* screen is displayed.
 - Select **Yes**. Sample print documents are deleted from memory after the remaining number of copies is output.
 - To delete sample print documents:
 - Select the sample print document, and select **Delete**. The *Delete Confirmation* screen is displayed.
 - Select **Yes**.
 - To cancel the delete, select **No**.
- 7** Select **Close**. The screen returns to the *Stored Documents* screen.

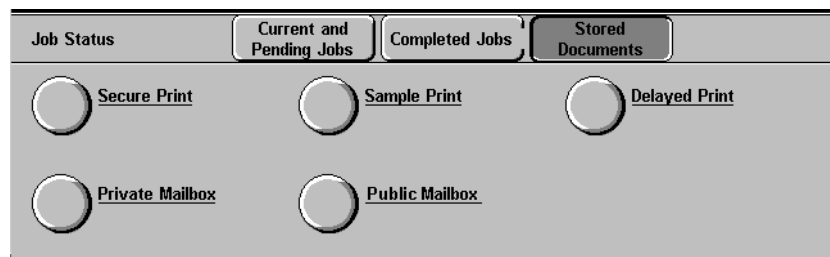
Delayed Print

You can specify the time to start outputting jobs from the client. When the specified time is reached, jobs stored to memory will begin printing.

NOTE: *If the machine is turned Off/On with specified output time prints stored to memory, output of these prints will automatically begin regardless of the specified time setting.*

123...

- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Stored Documents**. The *Stored Documents* screen is displayed.



- 3 Select **Delayed Print**. The *Delayed Print* screen is displayed.

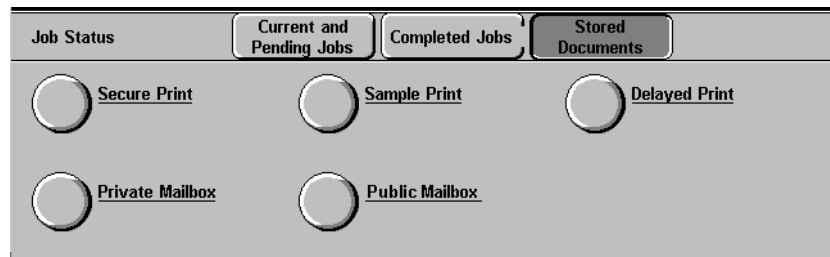
- 4** Select the document to print. The current time is displayed in the message area.
 - To print a delayed print document:
 - Select the delayed print document, and select **Print**. The *Print Confirmation* screen is displayed.
 - Select **Yes**.
 - To delete a delayed print documents:
 - Select the specified time print document, and select **Delete**. The *Delete Confirmation* screen is displayed.
 - Select **Yes**.
 - To cancel the delete, select **No**.
- 5** Select **Close**. The screen returns to the *Stored Documents* screen.

Deleting Stored Documents

This section describes how to delete documents stored to mailboxes.

123...

- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Stored Documents**. The *Stored Documents* screen is displayed.



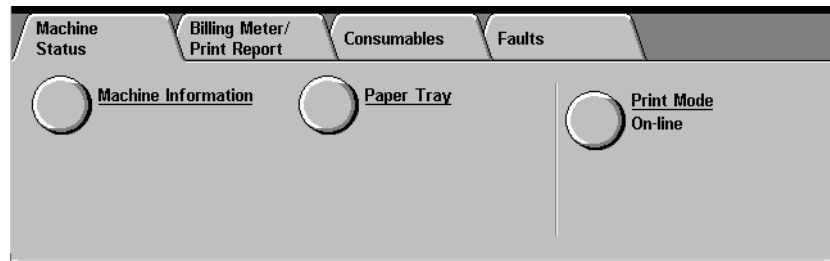
- 3 Select **Private Mailbox** or **Public Mailbox**. The *Mailbox* screen is displayed.
- 4 If **Private Mailbox** is selected, select the mailbox to confirm.
 - Enter a 3-digit number for the mailbox using Numeric Keypad on the control panel. When you have finished entering the number, the screen with the desired items is automatically displayed. You can select items using the up and down arrow buttons.
 - Select **Document List**. The *Password* screen is displayed.

NOTE: If a system administrator's password and a mailbox password are set, the *Password* screen is displayed.

- Enter the mailbox password, and select **Confirm**. You can confirm the documents in the selected mailbox.

- 5** If **Private Mailbox** or **Public Mailbox** is selected, select the document. All documents can be selected by selecting **Select All**.
- 6** Select **Delete**. The *Delete Confirmation* screen is displayed.
- 7** Select **Yes**. To cancel the delete, select **No**.
- 8** Select **Close**. The screen returns to the *Stored Documents* screen.

Machine Status



Machine status can be checked by selecting the Machine Status button on the Control Panel. The following items are on the *Machine Status* screen:

- [Serial Number](#)
- [Machine Configuration](#)
- [Software Version](#)
- [Consumable Status](#)
- [Paper Tray Information](#)
- [Billing Meters](#)
- [Error Reports](#)

Machine information, Consumable status, Paper Tray information, Billing Meters, and Error Reports can be checked by selecting the appropriate tab on the *Machine Status* screen.

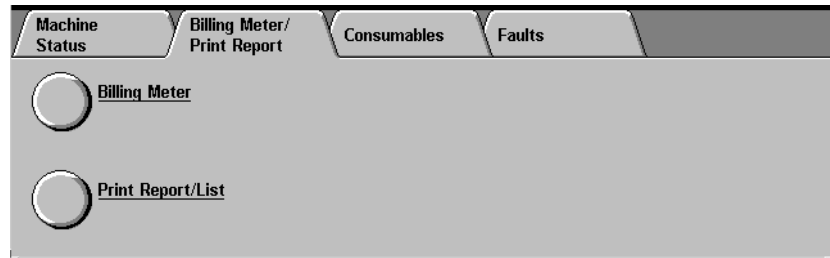
Checking Paper Trays

To check the status of the Paper Trays, select the Paper Tray button on the *Machine Status* screen.

Paper Tray					Close
Items	Status	Filled	Paper Size	Paper Type	
Tray 1	OK	100%	A4	Bond	
Tray 2	OK	25%	A3	Bond	
Tray 3	OK	75%	8.5x11"	Bond	
Tray 4	OK	50%	A4	Bond	
Tray 5	-	-	Size Detect	Bond	

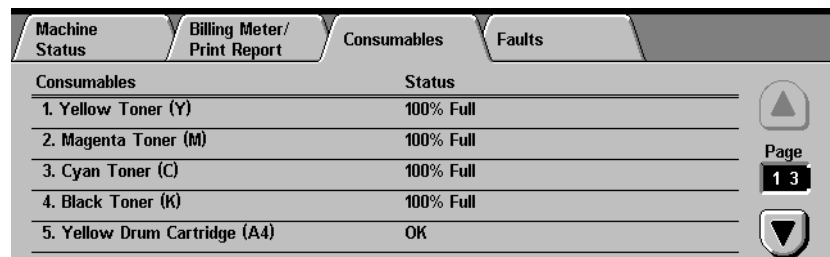
Billing Meters and Printing Reports

Select the *Billing Meter/Print Report* tab to check the current meter readings and to print reports.



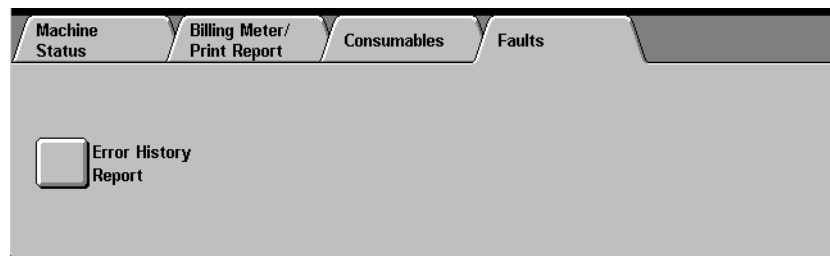
Checking Consumables

Select the *Consumables* tab to check the status of the machine consumables.



Error History Report

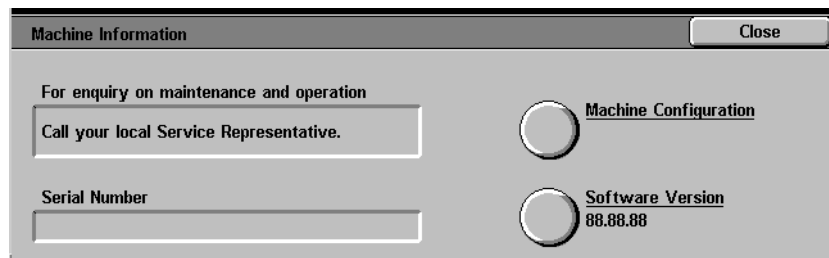
Select the *Faults* tab to print the Error History Report.



Machine Information

123...

- 1 Press **Machine Status**. The *Machine Status* screen is displayed.
- 2 Select **Machine Information**. The *Machine Information* screen is displayed.



- 3 The Serial Number will be displayed.
- 4 Select **Close** to return to the *Machine Status* screen.

Maintenance

This section describes maintenance procedures that should be performed on your machine regularly. When replacing consumable items, such as Toner Cartridges, refer to the instructions included with the items for information on how to replace them.

Cleaning the DADF and Document Glass

Keep the DADF and Document Glass clean to ensure clean copies and acceptable copy quality. Clean the DADF and Document Glass as needed.



- 1** Open the DADF document cover.
- 2** Wipe off any dirt from the underside of the DADF document cover (belt section) with a dry cloth moistened with water. Wipe the cover with a soft, dry cloth until it is clean and dry.
- 3** Wipe off any dirt from the document glass with a soft cloth moistened with water. Wipe in a lengthwise direction making sure to keep your fingers off the glass. Repeat until the Document Glass has no visible marks or streaks.
- 4** Close the DADF document cover.

Changing Toner Cartridges

When a message is displayed to replace a Toner Cartridge, follow the instructions provided here in addition to those on the labels surrounding the cartridges.

NOTE: *When a message appears indicating that a Toner Cartridge is low, the color that is low will be shown. If additional cartridges are low, a more generic message will be displayed and you will not know which cartridges require replacement. Press the Machine Status button on the Control Panel, then select the Consumables tab to view the status of all the consumables.*

123...

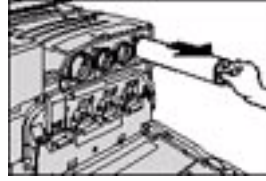
- 1** Open the Front Door of the printer/copier and locate the Toner Cartridges. From left to right the Toner Cartridge colors are Black, Cyan, Magenta, Yellow.



- 2** Place a few sheets of paper on the floor under the Toner Cartridges to catch any toner that may spill.
- 3** Remove the empty cartridge by rotating it counterclockwise until the arrow on the cartridge is aligned with the arrow and unlock position on the printer/copier.

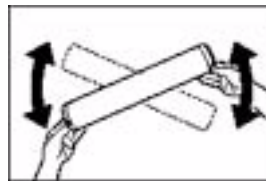


- 4** Pull the cartridge completely out of the printer/copier. Dispose of the cartridge according to local regulations.



- 5** Remove the new cartridge from the box.

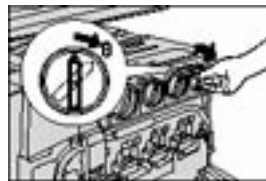
- 6** Shake the cartridge from side to side.



- 7** With the arrow on the cartridge facing upward, slide the cartridge into the printer/copier.



- 8** Rotate the cartridge clockwise until the arrow on the cartridge is aligned with the arrow and lock position on the printer/copier.



- 9** Close the Front Door of the printer/copier.



- 10** Remove the sheets of paper on the floor under the Toner Cartridge, and dispose of them according to local regulations.



CAUTION: *Do not use warm or hot water, or cleaning solvents, to remove toner from your skin or clothing. This will set the toner and make it difficult to remove. If any toner gets on your skin or clothing, use a brush to remove the toner, blow it off, or wash it off with cold water and mild soap.*



CAUTION: *If more than one Toner Cartridge needs to be replaced at the same time, be careful to place the new cartridges in their correct color locations.*

Machine Specifications

Speed by Media

Plain Paper (8.5x11 in./216x279mm LEF):

- Black and white: 24 ppm
- Color: 13 ppm

Transparency:

- Black and white: 11 ppm
- Color: 5 ppm

Heavyweight 1 (28 lb. bond to 65 lb. cover/106 to 169 gsm):

- Black and white: 11 ppm
- Color: 7 ppm

Heavyweight 2 (65 lb. cover to 110 lb. index/170 to 220 gsm):

- Black and white: 7 ppm
- Color: 7 ppm

Dimensions and Weight

WorkCentre 24	The dimensions are: 666 x 780 x 1145mm. Each size +/- 5mm. The weight is: 174kg.
Finisher (optional accessory)	The dimensions are: 300 x 590 x 945mm. Each size +/- 5mm. The weight is: 35kg.

Printing User Guide



WorkCentre M24 Printer/Copier

Table of Contents

Overview 1

Printer Environments 2

- As a Local Printer 2
- As a Network Printer 3
 - Windows Network (SMB) 3
 - TCP/IP (LPD) 3

Overview 5

Windows 95/98/Me 6

- Installing PostScript or PCL Print Driver 6
- Configuring the PostScript Print Driver on Windows 95/98/Me 8
 - Configuration Tab Settings 9
 - Options Tab Settings 12
 - Output Settings Tab Settings 13
 - Color Settings Tab Settings 15
- Configuring the PCL Print Driver on Windows 95/98/Me 16
 - Print Driver Properties 16
 - Configuration Tab Settings 17
 - Printer Tab Settings 19
 - Document Default Properties 20

Windows NT 4.0 23

- Installing PostScript or PCL Print Driver 23
- Configuring PostScript Print Driver on Windows NT 4.0 26
 - Print Driver Properties 26
 - Installable Options Settings 27
 - Configuration Tab Settings 28
 - Print Driver Document Defaults 29
 - Advanced Tab Settings 30
 - Output Settings Tab Settings 34

Configuring the PCL Print Driver on Windows NT 4.0 36
 Print Driver Properties 36
 Configuration Tab Settings 37
 Printer Tab Settings 39
 Document Defaults 40

Windows 2000 and Windows XP 43

Installing PostScript or PCL Print Driver 43
Configuring the PostScript Print Driver on Windows 2000/XP 45
 Print Driver Properties 45
 Installable Options Settings 46
 Configuration Tab Settings 47
 Printing Preferences 48
 Advanced Options Dialog Box Settings 49
 Output Setting Tab Settings 53
Configuring the PCL Print Driver on Windows 2000/XP 55
 Print Driver Properties 55
 Configuration Tab Settings 56
 Printer Tab Settings 58
 Printing Defaults 59

Macintosh 62

Installing PostScript Print Driver 62
Setting the Print Driver Properties on Macintosh 64
 Configure Settings 64
 Printer Specific Options Settings 65

Paper 69

Differences From Copying 69

Prior to Printing 70

Printing Procedure 70

Setting Printing Features 72

Switching Printer Off-line 73

Cancel Print/Check Print Job Status 74

- Cancel Print from the Workstation 74
- Canceling a Print Job Using Internet Services 74
- Canceling a Print Job From the Printer 74
 - Canceling a Print Job in Process 75
 - Canceling a Print Job During Print 75
 - Canceling Jobs Stored in the Printer 76

Specifying Output Color for Printing in a PCL Driver 77

- Printing with Black 77
 - Print Mode 78
 - Image Adjustment Mode 78
 - Black & High Speed 79
 - Black & Standard 80
 - Black & High Quality 81
- Printing with Auto 82
 - Print Mode 83
 - Image Adjustment Mode 84
 - Image Auto Correction 86
 - Auto & High Speed 87
 - Auto & Standard 88
 - Auto & High Quality 89
 - Printing with Auto 90

Adjusting Color for Printing 91

- Adjusting Image Settings (Brightness/Chroma/Contrast) 92
- Adjusting Color Balance 94
- Adjusting Profile Settings 95
- Adjusting Detailed Settings 98
 - Options for the Text Group 98
 - Options for the Graphic Group 99
 - Options for the Photo Group 100
 - Options for the Whole Document 101

Secure Print 103

- Setting Secure Print Jobs 103
- Printing Secure Print Jobs 104
 - At the Workstation 104
 - At the Printer 105

Delayed Print 106

- Setting Delayed Print Jobs 106
- Printing Delayed Print Jobs 107
 - At the Workstation 107
 - At the Printer 107

Sample Print 108

- Setting Sample Print Jobs 108
- Printing Sample Print Jobs 109
 - At the Workstation 109

Overview 110

- Introduction 110
- Screen Structure 111
- System Structure 112

Configuring the Browser 113

- Netscape Communicator 113
- Internet Explorer 114

Proxy Server and Port Number 115

- Proxy Server Setting 115
- Port Number Setting 115

Accessing Internet Services from the Workstation 116

Internet Services Features 117

Printing Documents Using the Services Feature 118

- Printing Documents 119

Viewing/Deleting Jobs Using the Jobs Feature 120

- Viewing the Active Jobs List 120
- Deleting Jobs 121

2. User Guide (Print)

Overview

This chapter describes how to install print drivers for basic and special printing using the Xerox WorkCentre M24, which is also referred to as the WorkCentre 24. It also explains the use of Internet Services, printing features and all the necessary steps for printing.

Print Drivers

The print drivers for this machine are multi-environment drivers designed to enable printing from the workstation to a WorkCentre 24 on the network. The print drivers contain a variety of feature options which enable you to customize your print jobs. The WorkCentre 24 supports PCL 6/5e Version 4.1. Adobe PostScript 3 version 3011.106 is optional.

Print drivers for this machine are included on the CD-ROM that came with your printer. Print drivers are installed on the user workstation to enable fast, efficient printing from your connected workstation.

Print driver installation procedures are provided for the following workstation environments:

- [Windows 95, 98, and Windows Me](#)
- [Windows NT 4.0](#)
- [Windows 2000 and Windows XP](#)
- [Macintosh](#)

Basic Printing

This section explains how to perform basic printing tasks.

Special Printing

The Special Printing section explains how to program special printing such as printing with special papers, and adjusting colors.

Internet Services

When the machine is in TCP/IP environment, Internet Services allows the user to change or check printer settings via a web browser.

Printer Environments

This machine can be set up in many different environments.

- When connected to a computer directly, it can be used as a local printer.
- When connected to a network, it can be used as a network printer.

This section explains the different printer environments that can be set up for this machine.

For details on how to connect this machine to a network, refer to the System Administrator's Guide.

As a Local Printer

Using parallel interface connects this machine directly to a computer.

CAUTION: *Use only parallel interface cable provided by our company. Using a parallel interface cable from another source may lead to electric wave obstruction.*

As a Network Printer

Windows Network (SMB)

Server Message Block (SMB) is a protocol for sharing files or a printer on Windows 95, Windows 98, Windows Me, Windows NT 4.0, Windows 2000, and Windows XP. Using SMB, print data or settings can be sent directly to a printer on the same network (Ethernet interface) without going through a server.

For details on how to connect this machine to a Windows network using SMB, refer to the System's Administrator's Guide.

TCP/IP (LPD)

This machine supports TCP/IP (LPD). The different connections are briefly explained below.

For details on how to connect this machine to a Windows computer using TCP/IP, refer to the System's Administrator's Guide.

Windows 95/98/Me

Using our TCP/IP Direct Print Utility, print data can be sent directly to a printer on the same network (Ethernet interface) without going through a server. TCP/IP Direct Print Utility is installed together with the print driver.

Windows NT 4.0/2000/XP

Using the LPR port for the operating system, print data can be sent directly for printing.

Once the printer registered on a Windows NT 4.0, Windows 2000, or Windows XP computer is shared, you can also send data from Windows 95, Windows 98, Windows Me to the shared printer for printing.

Internet Printing

This machine supports Internet Printing Protocol (IPP). Using IPP, you can print to a remote printer through the internet or intranet.

For details on how to set-up Internet printing from a Windows 2000, Windows XP, or Windows Me through Internet Printing Protocol, refer to the System Administrator's Guide.

NetWare This machine can be used as a network operating system in an environment using Novell NetWare.

For details on how to connect this machine to a Novell NetWare-network, refer to the System Administrator's Guide.

EtherTalk (optional) This machine supports EtherTalk protocol, and enables you to print from Macintosh.

For details on how to connect this machine to EtherTalk, refer to the System Administrator's Guide.

A. Installing the Print Drivers

Overview

This section details the procedures for installing PostScript 3 Version 3011.106, and PCL 6/5 Version 4.1, print drivers onto a workstation and setting the print driver properties for the following operating systems.

- [Windows 95, Windows 98, or Windows Me](#)
- [Windows NT 4.0](#)
- [Windows 2000 and Windows XP](#)
- [Macintosh](#)

Windows 95/98/Me

Installing PostScript or PCL Print Driver

Prior to installing the AdobePS 4.4.X or PCL 6/5e Version 4.1 print driver perform the following.

- Obtain the Print Driver for your workstation's operating system. Drivers are available on a CD-ROM that came with your Printer. They are also typically available for downloading in self-extracting Zip file format from the internet at www.xerox.com.
- Obtain the printer's IP Address by printing a System Settings List or contacting your System Administrator.
- Check that the machine is physically connected to the network or to your computer.

For detailed instructions on how to connect the machine to a network, refer to the System Administrator's Guide.



- 1** From the *Start* menu on the Windows desktop, select **Settings**, and then **Printers**.
- 2** In the *Printers* window, double click **Add Printer**. The *Add Printer Wizard* screen is displayed.
- 3** Select **Next**. The *Local or Network Printer* screen is displayed.
- 4** Select how the printer is connected to your computer and then select **Next**.
 - Select **My Computer** or **Local Printer** if the Printer is directly cabled to your desktop or you are printing through a Spooler Utility (Windows 95/98/Me).
 - Select **Network Printer** if you will be printing through a print queue or a network server.

NOTE: *If you select Network printer, specify the path to the printer in the Network path or queue name.*

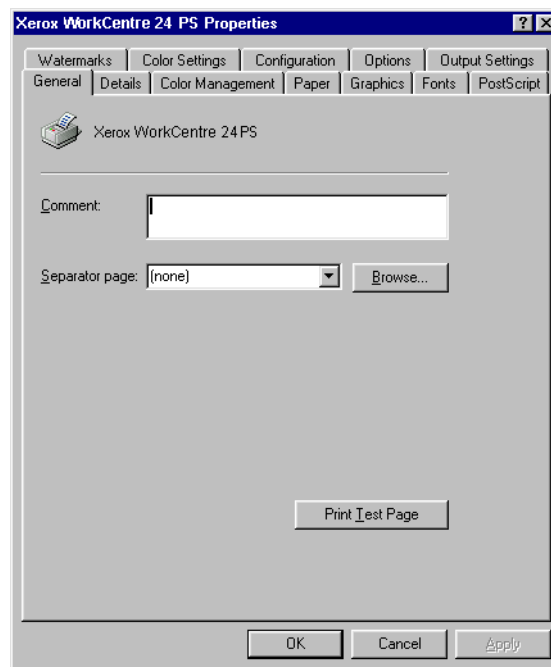
- 5** Insert the CD-ROM in the CD-ROM drive.
- 6** When the *Manufacturers and Printers* window displays, select **Have Disk....** The *Install From Disk* screen is displayed.
- 7** Enter the path for your driver files in the “Copy manufacturer’s files from:” box.
NOTE: You can also use the **Browse** button to specify a folder on the CD-ROM.
- 8** Select **OK** on the *Install From Disk* or *Open* screen.
- 9** Select your printer model from the Printers list and select **Next**.
- 10** Select the port that you are using from the Available ports list, then select **Next**.
- 11** When prompted, accept the default printer name, or give your printer a more descriptive name.
- 12** Select either **Yes** or **No** to make this printer your default Windows printer. Choose **Yes** if you will be printing primarily to this printer from your Windows applications. Select **Next**.
- 13** Print a Test Page.
- 14** Verify that the test page prints at the printer, then select **Finish**.
- 15** Read the End User License Agreement and select **Accept**.
- 16** Confirm that the printer has been added in the *Printers* window.
- 17** Continue to the next page in order to configure the print driver to complete the installation.

Configuring the PostScript Print Driver on Windows 95/98/Me

This section describes printer specific settings included in the print driver properties.

- [Configuration Tab](#)
- [Options Tab](#)
- [Output Settings Tab](#)
- [Color Settings Tab](#)

To view the print driver properties, select the printer icon in the *Printers* window, then select the **Properties** command on the *File* menu.



Configuration Tab Settings

This section describes the settings of the *Configuration* tab.

123...

- 1** Select the function that you want to set in Features List.
 - The settings that can be selected vary depending on which options have been installed. Make these settings after confirming that option settings are complete.
- 2** Change the settings in the “Change Setting For” box area.
 - You can restore defaults by selecting the **Restore Defaults** button.
- 3** When all setting changes are completed, select **OK**.

Feature Settings

Image Enhancement

Specify whether to use the Image Enhancement function.

Selecting On, smooths out the boundaries between black and white when printing. This reduces jagged edges, thereby artificially increasing the resolution of the image. When printing an image (bitmap) composed of coarse halftone dots, smooth color gradation is impossible in certain situations. In this case, select Off.

NOTE: *The Image Enhancement feature is available only when Print Mode is set to **High Speed**.*

Draft Mode

Specify whether to reduce the amount of toner used when printing drafts. When you select On, the overall printed color becomes lighter. This is best for printing documents when print quality is not necessary.

Transparency Separators

Specify whether to use transparency separators and the source of the separators.

Select Auto for the paper source to automatically feed from the paper tray with paper of the same size and in the same orientation as the transparencies.

NOTE: *When using Transparency Separators, be sure to load paper of the same size and in the same orientation as transparencies into the paper tray.*

NOTE: *The Transparency Separators function cannot be used in the following situations:*

- When anything other than Manual feed is selected for Paper source in the *Paper* tab.
- When anything other than Transparency is selected for Paper type in the *Paper* tab.
- When anything other than Center Output Tray is selected for Output bin in the *Paper* tab.
- When the Duplex feature is selected in the *Paper* tab.

Stapling

Specify whether to staple printed documents as well as the position of the staple.

NOTE: *You can staple 2 to 50 sheets.*

NOTE: *You cannot use staples in the following situations:*

- When anything other than Finisher Tray is selected for Output bin in the *Paper* tab.
- When Job Offset is selected.

Job Offset

Shifting the output positions of adjacent jobs (print command) or copies (sets) is called Job Offset. The positions of adjacent jobs or sets of copies are shifted to either sides of the output tray.

Collated

Select whether to collate a multi-page file per set when they are printed.

**Custom Paper Image
Rotation**

Select whether to correct the paper orientation when printing on custom paper. When printing on custom paper, select On to correct the orientation rotated at 90 degrees.

Bypass Feed Orientation

Specify the paper orientation when printing from the bypass tray. When you set the short side of the paper in the bypass tray feed direction, select **Landscape**. When you set the long side of the paper in the bypass tray, select **Portrait**.

Substitute Tray

Specify what action to take when the paper size called for is not loaded in the machine.

Use Printer Settings: The settings can be confirmed on the printer control panel.

Display message: Display paper supply messages on the printer control panel. Printer will be unavailable until paper is supplied.

Use Nearest Size (With Zoom): Select the nearest paper size. Automatically reduces or enlarges images for printing, as necessary.

Use Nearest Size (No Zoom): Select the nearest paper size available and prints in equal size.

Use Larger Size (With Zoom): Print in equal size on paper larger than the original. Automatically reduces images for printing, as necessary.

Use Larger Size (No Zoom): Print on paper larger than the original.

Available Printer Memory

Enter the amount of usable printer memory (in KB) in the Edit box. Normally, it is not necessary to change this setting.

Available Font Cache

Enter the amount of memory available for the font cache (in KB) in the Edit box. Normally, it is not necessary to change this setting.

Specify Job Owner

The following selections are available:

Use Login Name: Use your Windows Login Name as the Job Owner Name. The Job Owner Name becomes the “Login User Name\Host Name”.

Enter Owner name: Select this if you want to specify a custom Job Owner Name, which is used for all the printer icons.

NOTE: *You can enter up to 31 alphanumeric characters for the Login Name and the Owner Name. If you enter more than 31 characters for either name, only the first 31 characters are used.*

Password: Enter the password for the Job Owner Name. The password can consist of 4 to 12 digits. Each digit entered displays as an asterisk (*).

Job Type User ID

Enter the User ID for the Job Type, which includes Secure Print, Sample Print, and Delayed Print.

Job Type User ID: Enter the User ID for the Job Type. The User ID can contain a maximum of 24 alphanumeric characters.

Password: Enter the password for the Job Type. You can enter up to 4 digits. Each digit entered displays as an asterisk (*).

Options Tab Settings

This section describes the settings of the *Options* tab.



- 1** Select the settings that you want to set in Hardware Options.
- 2** Change the settings in the “Change Settings For” box area.
 - You can restore defaults by selecting the **Restore Defaults** button.
- 3** When all setting changes are completed, select **OK**.

Settings

- Output Tray** Specify whether Finisher is installed and the type.
- Paper Detect by Tray** Specify either Statement Paper Detection, or A5 Paper Detection.

Output Settings Tab Settings

This section describes the settings in the *Output Settings* tab.

- You can restore defaults by selecting the **Restore Defaults** button.

Output Paper

- Output Size** Select the size of the paper used for output. The output is automatically enlarged or reduced, depending on the paper size selected in the Output Size and the paper size selected in the Paper tab.

Example: When you select 8 1/2 x 11 inches in Paper size in the *Paper* tab and 11 x 17 inches is selected in the Output Size, the output is automatically enlarged and printed.

When **None** is selected the job is printed based on the paper size selected in the application.

Job Type

Job Type You can specify the print function from among Secure Print, Sample Print, and Delayed Print.

Secure Print: A function that temporarily stores print jobs in the printer, and prints the job when instructed from the printer control panel.

- If you want to output secure prints, set the User ID and password for Print Type in the Configuration tab.

Sample Print: A function that outputs only 1 set when multiple sets are specified. If the job is as specified, the remaining sets are printed.

Delayed Print: A function that temporarily stores print jobs in the printer, and prints them at a scheduled time.

Normal Print Select when you do not want to output secure prints, sample prints, or delayed prints.

Secure Print Select when you want to output secure prints.

Sample Print Select when you want to output sample prints.

NOTE: The Collated setting must be selected in the Page Setup tab when using Job Type.

Delayed Print Select when you want to output delayed prints.

User ID Displays the User ID for Job Type. The User ID displayed is the User ID specified on the Configuration tab. This option can only be selected when the setting on the Configuration tab has been completed. This is a display-only item and cannot be changed in User ID.

Password Displays the Job Type password specified in the Configuration tab. Each digit entered is displayed as an asterisk (*). This option can only be selected when the setting on the Configuration tab has been completed. This is a display-only item and cannot be changed in Password.

Retrieve Document Name Select the method of specifying the document name. If you have selected Auto Retrieve, the valid document name can be up to 24 alphanumeric characters.

Document Name When “Enter Document Name” is selected in the Stored Document Name list, you can specify a document name with a maximum of 24 alphanumeric characters.

- Start Print Time** Set the time that you want Delayed Print to be carried out. Place the cursor in the hour or minute box and press the up or down triangle to specify the starting time. You can also set the time by entering the time directly into the boxes.
- The default setting is 00:00

Color Settings Tab Settings

Settings

- Output Color** Specify whether to print in color or black.
- Print Mode** Specify whether to give priority to the print speed or the image quality. The printer/copier is capable of printing at three different resolutions:

High Speed: 600 x 600

Standard: 1200 x 600

High Quality: 1200 x 1200

To change resolution settings, use the Print Mode selections.

NOTE: *The Image Enhancement feature is not available when **Standard** or **High Quality** is selected.*

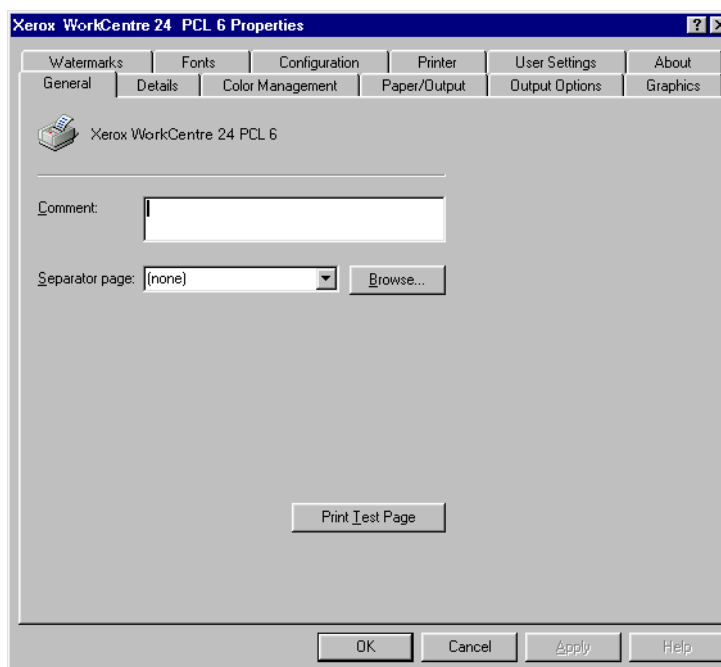
- RGB Color Correction** Specify the coloration of the RGB Color Correction.
- Normal:** This setting is optimized for printing documents that contain text and graphics, such as business documents.
- Photo:** This setting is optimized for printing photos or images with gradations. Select this setting when printing images in RGB.
- Web Pages:** This setting is optimized for printing web pages.
- Presentation:** This setting is optimized for printing the color documents vividly, such as presentation documents.
- Screen** You can adjust the image quality. Select Gradation to print photos and gradations clearly. Select Fineness to print the colors in illustrations, tables, or graphs evenly.
- RBG Gamma Correction** Specify the brightness of the documents. The higher the value, the darker the print becomes.
- Gray Guaranteed** Select On to print grays and black within documents in black toner only. This prevents neutral grays from exhibiting any kind of color shading or misregistration. This feature does not apply to images of the documents.
- NOTE:** *For documents containing sweeps/gradients that include gray, it may be preferable to set this feature to Off.*

Configuring the PCL Print Driver on Windows 95/98/Me

This section describes the following printer specific settings included in the PCL 6/5e Version 4.1 Print Driver Properties and Printing Preferences.

- [Print Driver Properties](#)
- [Configuration Tab > Print Features Printer Tab](#)
- [Document Default Properties](#)
 - [Watermarks](#)
 - [Fonts](#)
 - [User Settings](#)
 - [Color Management](#)
 - [Paper Output](#)
 - [Output Options](#)
 - [Graphics](#)

Print Driver Properties



- [Configuration Tab](#)
- [Printer Tab](#)

To view the *Configuration* or *Printer* tabs, select the printer icon in the printers window, then select **Properties** on the File menu.

Configuration Tab Settings

This describes *Print Features* in the *Configuration* tab.

NOTE: *In order to print correctly, it is necessary to make appropriate settings in this tab.*



- 1** Select the printer icon in the *Printers* window, then select **Properties** from the *File* menu.
- 2** Select the *Configuration* tab.
- 3** Select the items in Print Features that you want to set.
- 4** Change the settings in the list box that is displayed below the Print Features list.
- 5** When all setting changes are completed, select **OK**.

Print Features

Print Page Mode

Set Print Page Mode to On to enhance printer performance with large complex jobs.

Specify Job Owner

Use this feature to specify a job owner.

Use Login Name: Use your Windows Login Name as the Job Owner Name. The Job Owner Name becomes the "Login User Name\Host Name".

Enter Owner Name (For Administrator): Select this if you want to specify a custom Job Owner Name, which is used for all the printer icons.

Enter Owner Name (For User): Select this if you want to specify a custom Job Owner Name for each Windows Login user.

NOTE: *You can enter up to 31 alphanumeric characters for the Login Name and the Owner Name. If you enter more than 31 characters for either name, only the first 31 characters are used.*

Password: Enter the password for the Job Owner Name. The password can consist of 4 to 12 digits. Each digit entered displays as an asterisk (*).

Bypass Feed Orientation

Specify the paper orientation when printing from the bypass tray. When you set the short side of the paper in the bypass tray feed direction, select Landscape setting. When you set the long side of the paper in the bypass tray, select Portrait setting.

Substitute Tray

Specify what action to take when the paper size called for is not loaded in the machine.

Use Printer Settings: The settings can be confirmed on the printer control panel.

Display message: Displays paper supply messages on the printer control panel. Printer will be unavailable until paper is supplied.

Use Nearest Size (With Zoom): Selects the nearest paper size. Automatically reduces or enlarges images for printing, as necessary.

Use Nearest Size (No Zoom): Selects the nearest paper size available and prints in equal size.

Printer Tab Settings

This describes the available *Printer* tab settings.

NOTE: *In order to print correctly, it is necessary to make appropriate settings in this tab.*



- 1** Select the printer icon in the *Printers* window, then select **Properties** from the *File* menu.
- 2** Select the *Printer* tab.
- 3** Select the **Auto Configuration** button or select the items manually in **Change Setting For:** that you want to set.
- 4** When all setting changes are completed, select **OK**.

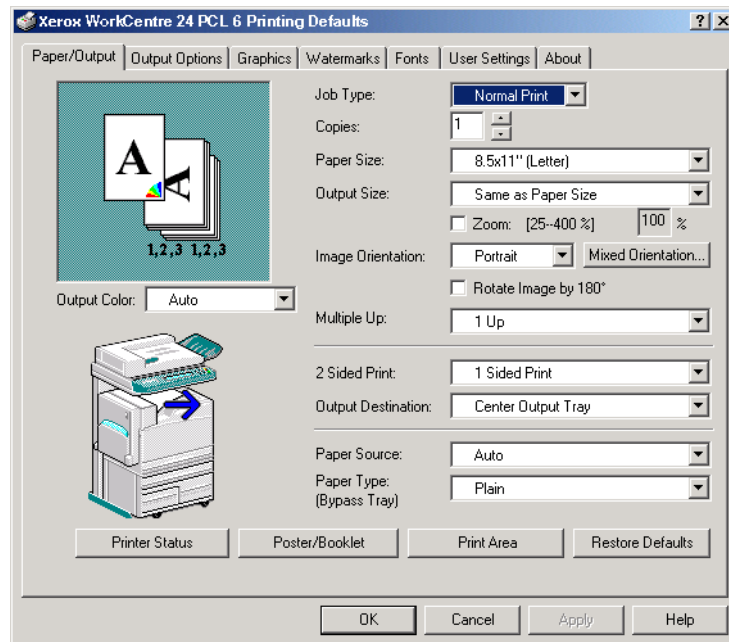
Finisher An optional output tray with stapling function that can be added to the side of the printer.

A5 & Statement Paper Detection Optional output functions to enable Trays 1 - 4 to detect certain paper sizes.

Document Default Properties

This describes the document default properties available in the Properties dialog box.

NOTE: *In order to print correctly, it is necessary to make appropriate settings in this tab.*





- 1** Select the printer icon in the *Printers* window, then select **Properties** from the *File* menu.
- 2** Select the appropriate tab to view or change the document default properties for all users of the selected printer. Select your changes on the following tabs:
 - [Color Management](#)
 - [Paper/Output](#)
 - [Output Options](#)
 - [Graphics](#)
 - [Watermarks](#)
 - [Fonts](#)
 - [User Settings](#)
- 3** When all setting changes are completed, select **OK**.
Specify your printing options from the following:
For more information, refer to the B. Basic Printing section in this chapter.

Color Management
Paper/Output Tab

Allows you to associate color profile (s) with your color printer.

Selections include Job Type, Copies, Paper Size, Output Size, Image Orientation, Mixed Orientation, Multiple Up, Output Color, 2 Sided Print, Output Destination, Paper Source, Paper Type (Bypass Tray), or select Printer Status, Poster/Booklet, Print Area, or Restore Defaults buttons.

- Output Options Tab** Select from Front Cover, Feed Cover from, Transparency Separators, Job Offset, Stapling, or select Margin Shift Restore Defaults buttons.
- Graphic Tabs** Specify how you want to manipulate graphic images for your print job. Select from the following options: Output Color, Print Mode, Image Adjustment Mode, Image Types, Image Auto Correction, or select the Image Settings, Color Balance, Profile Settings, Detailed Settings, or Restore Defaults buttons.
- For more information on how to set graphic options refer to section C.) Special Printing in the User Guide (Print).*
- Watermarks Tab** Specify watermark settings. Selections for watermarks include First Page Only or In Background, Encircle, Text, Position, Angle, or select the Restore Defaults button.
- Fonts Tab** Use the TrueType Font control to select how TrueType Fonts will be processed and printed.
- User Settings Tab** The User Settings tab dialog provides options for you to save frequently used print driver settings and then recall these settings without having to configure again.

Windows NT 4.0

Installing PostScript or PCL Print Driver

Prior to installing the AdobePS 4.4.X or PCL 6/5e Version 4.1 print driver perform the following.

- Obtain the Print Driver for your client's operating system. Print drivers are available on a CD-ROM that came with your machine. They are also typically available for downloading in self-extracting Zip file format from the internet at www.xerox.com.
- Obtain the printer's IP Address by printing a System Settings List or contacting your System Administrator.
- Check that the machine is physically connected to the network or to your computer.

For detailed instructions on how to connect the machine to a network, refer to the System Administrator's Guide.



- 1** From the *Start* menu on the Windows desktop, select **Settings**, and then **Printers**.
- 2** In the *Printers* window, double click **Add Printer**. The *Add Printer Wizard* screen is displayed.
- 3** Verify that My Computer is selected, then select **Next**. The *Available ports* screen is displayed.
- 4** Perform one of the following steps:
 - Select an existing available port and continue to step 8.
 - Select **Add Port....**
- 5** Select **LPR Port** from the Available Printer Ports list, and then select **New Port....** The *Add LPR compatible printer* screen is displayed.

- 6** In the *LPR Compatible Printer* screen enter the following information:
 - Type in the IP address of the Printer for the “Name or address of server providing lpd.”
 - Type in the case-sensitive name of your Printer, or enter the word **raw** for “Name of printer or print queue on that server.”
 - Select **OK**.
- 7** On the *Print Ports* screen, select **Close**.
 - The Wizard will return you to the previous dialog box. Verify the new IP address you entered is in the list and correct.

NOTE: In the next step the port check box to the left of the address must be checked prior to selecting **Next**.
- 8** Verify that the port check box is checked, then select **Next**. The *Manufacturers and Printers* lists are displayed.
- 9** Insert the CD-ROM in the CD-ROM drive.
- 10** Select **Have Disk...** The *Install From Disk* screen is displayed.
- 11** Enter the path for your driver files in the “Copy manufacturer’s files from:” box.

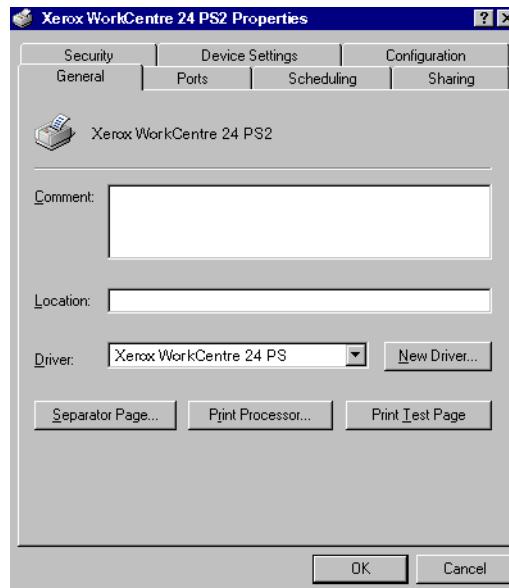
NOTE: You can also use the **Browse** button to specify a folder in the CD-ROM.
- 12** Select the **.INF** file, then select **Open**.
- 13** When the *Install From Disk* screen is displayed, verify that the path and file name are correct and select **OK**.
- 14** Select your printer model from the Printers list, and select **Next**.

- 15** When prompted, accept the default printer name, or give your printer a more descriptive name, then select **Yes** or **No** for making this your Windows default printer.
- 16** Select **Next**.
- 17** Select **Not shared** and select **Next**.
- 18** Select **Yes** to print a test page, then select **Finish**.
- 19** Read the End User License Agreement and select **Accept**.
- 20** Verify that the test page prints at the printer, then select **Yes**.
- 21** Confirm that the printer has been added in the *Printers* window.
- 22** Continue to the next page in order to configure the print driver to complete the installation.

Configuring PostScript Print Driver on Windows NT 4.0

This section describes the following Adobe PostScript printer specific settings included in the AdobePS 4.4.X print driver properties and document defaults.

Print Driver Properties



- [Installation Options in the *Device Settings* Tab](#)
- [Configuration Tab](#)

To view the *Device Settings* or *Configuration* tabs, select the printer icon in the *Printers* window, then select **Properties** from the *File* menu.

Installable Options Settings

This section describes **Installable Options** in the *Device Settings* tab.

NOTE: *In order to print correctly, it is necessary to make appropriate settings in this tab.*

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- 1** Select the items you want to set in Installable Options on the *Device Settings* tab.
- 2** Change the settings in the Change Setting box located at the bottom of the tab.
- 3** When all setting changes are completed, select **OK**.

Settings

Output Tray	Specify whether Finisher is installed and the type.
Paper Detect by Tray	Specify either Statement Paper Detection, or A5 Paper Detection.

Configuration Tab Settings

This section describes the settings of the *Configuration* tab.

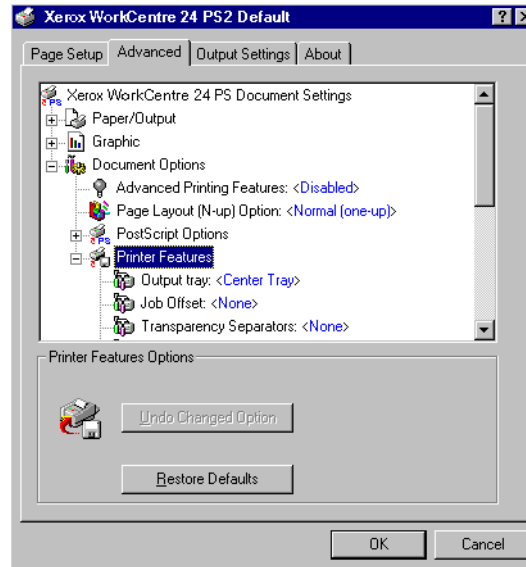
Specify Job Owner

- Use Login Name** Use your Windows Login Name as the Job Owner Name. The Job Owner Name becomes the “Login User Name\Host Name”.
- Enter Owner Name (For Administrator)** Select this if you want to specify a custom Job Owner Name, which is used for all the printer icons.
- Enter Owner Name (For User)** Select this if you want to specify a custom Job Owner Name for each Windows Login user.
- NOTE:** *You can enter up to 31 alphanumeric characters for the Login Name and the Owner Name. If you enter more than 31 characters for either name, only the first 31 characters are used.*
- Password** Enter the password for the Job Owner Name. The password can consist of 4 to 12 digits. Each digit entered displays as an asterisk (*).

Job Type User Setting

- Enter the User ID and password for the Job Type, which includes Secure Print, Sample Print, and Delayed Print.
- User ID** Enter the User ID for Print Type. The User ID can contain up to a maximum of 24 alphanumeric characters.
- Password** Enter the password for the Job Type. You can enter up to 4 digits. Each digit entered displays as an asterisk (*).

Print Driver Document Defaults



- [Printer Specific Sections in the *Printer Features* of the *Advanced Tab*](#)
- [Output Settings Tab](#)

To view the *Advanced* or *Output Settings* tabs, select the printer icon in the *Printers* window, then select **Document Defaults** on the *File* menu.

Advanced Tab Settings

This section describes the settings of *Printer Features* in the *Advanced* tab.

NOTE: *The settings that can be selected vary depending on which options have been installed.*



- 1** Select the items in **Printer Features** under **Document Options** located in the on the *Advanced* tab that you want to set.
- 2** Change the settings in the Change Setting box located at the bottom of the tab.
- 3** When all setting changes are completed, select **OK**.

Printer Features Settings

Output Tray	<p>Set the destination for the output.</p> <ul style="list-style-type: none">• The items that can be selected vary according to whether the Center Tray or Finisher has been installed.
Job Offset	<p>Shifting the output positions of adjacent jobs (print command) or copies (sets) is called Job Offset. The positions of adjacent jobs or sets of copies are shifted to either sides of the output tray.</p>
Transparency Separators	<p>Specify whether to use transparency separators and the source of the separators.</p> <p>Select Auto for three paper source to automatically feed from the paper tray with paper of the same size and in the same orientation as the transparencies.</p> <p>NOTE: When using Transparency Separators, be sure to load paper of the same size and in the same orientation as transparencies into the paper tray.</p> <p>NOTE: The Transparency Separators function cannot be used in the following situations:</p> <ul style="list-style-type: none">• When anything other than Manual feed is selected for Paper source in the Paper tab.• When anything other than Transparency is selected for Media type in the Advanced tab.• When anything other than Center Output Tray is selected for Output Destination of Printers Features in the Advanced tab.
Bypass Feed Orientation	<p>Specify the paper orientation when printing from the bypass tray. When you set the short side of the paper in the bypass tray feed direction, select Landscape. When you set the long side of the paper in the bypass tray, select Portrait.</p>
Print Mode	<p>Specify whether to give priority to the print speed or the image quality. The printer/copier is capable of printing at three different resolutions:</p> <p>High Speed: 600 x 600</p> <p>Standard: 1200 x 600</p> <p>High Quality: 1200 x 1200</p> <p>To change resolution settings, use the Print Mode selections.</p> <p>NOTE: The Image Enhancement feature is not available when Standard or High Quality is selected.</p>

Output Color	Specify whether to print in color or black.
RBG Color Correction	<p>Specify the coloration of the RBG Color Correction.</p> <p>Normal: This setting is optimized for printing documents that contain text and graphics, such as business documents.</p> <p>Photo: This setting is optimized for printing photos or images with gradations. Select this setting when printing images in RBG.</p> <p>Web Pages: This setting is optimized for printing web pages.</p> <p>Presentation: This setting is optimized for printing the color documents vividly, such as presentation documents.</p>
RBG Gamma Correction	Specify the brightness of the documents. The higher the value, the darker the print becomes.
Screen	You can adjust the image quality. Select Gradation to print photos and gradations clearly. Select Fineness to print the colors in illustrations, tables, or graphs evenly.
Image Enhancement	<p>Specify whether to use Image Enhancement.</p> <p>Selecting On, smooths out the boundaries between black and white when printing. This reduces jagged edges, thereby artificially increasing the resolution of the image. When printing an image (bitmap) composed of coarse halftone dots, smooth color gradation is impossible in certain situations. In this case, select Off.</p> <p>NOTE: <i>The Image Enhancement feature is available only when Print Mode is set to High Speed.</i></p>
Draft Mode	Specify whether to reduce the amount of toner used when printing drafts. When you select On, the overall printed color becomes lighter. This is best for printing documents when print quality is not necessary.
Gray Guaranteed	<p>Select On to print grays and black within documents in black toner only. This prevents neutral grays from exhibiting any kind of color shading or misregistration. This feature does not apply to images of the documents.</p> <p>NOTE: <i>For documents containing sweeps/gradients that include gray, it may be preferable to set this feature to Off.</i></p>

-
- Stapling** Select whether to staple printed documents as well as the position of the staple.
- You can staple 2 to 50 sheets.
 - You can only staple when Finisher Tray is selected for Output Destination in the *Advanced* tab.
 - You cannot use staples when Job Offset is selected.
- Custom Page Image Rotation** Select whether to correct the paper orientation when printing on custom paper. When printing on custom paper, select On to correct the orientation rotated at 90 degrees.
- Substitute Tray** Specify what action to take when the paper size called for is not loaded in the machine.
- Use Printer Settings:** The settings can be confirmed on the printer control panel.
- Display message:** Display paper supply messages on the printer control panel. Printer will be unavailable until paper is supplied.
- Use Nearest Size (With Zoom):** Select the nearest paper size. Automatically reduces or enlarges images for printing, as necessary.
- Use Nearest Size (No Zoom):** Select the nearest paper size available and prints in equal size.
- Use Larger Size (With Zoom):** Print in equal size on paper larger than the original. Automatically reduces images for printing, as necessary.
- Use Larger Size (No Zoom):** Print on paper larger than the original.

Output Settings Tab Settings

This section describes the settings in the *Output Settings* tab.

Job Type

Job Type

You can specify the print function from among Secure Print, Sample Print, and Delayed Print.

Secure Print: A function that temporarily stores print jobs in the printer, and prints the job when instructed from the printer control panel.

- [If you want to output secure prints, set the User ID and password for Print Type in the Configuration tab.](#)

Sample Print: A function that outputs only 1 set when multiple sets are specified. If the job is as specified, the remaining sets are printed.

Delayed Print: A function that temporarily stores print jobs in the printer, and prints them at a scheduled time.

Normal Print

Select when you do not want to output secure prints, sample prints, or delayed prints.

Secure Print

Select when you want to output secure prints.

Sample Print

Select when you want to output sample prints.

NOTE: *The Collated setting must be selected in the Page Setup tab when using Job Type.*

Delayed Print

Select when you want to output delayed prints.

User ID

Displays the User ID for Job Type. The User ID displayed is the User ID specified on the Configuration tab. This option can only be selected when the setting on the Configuration tab has been completed. This is a display-only item and cannot be changed in User ID.

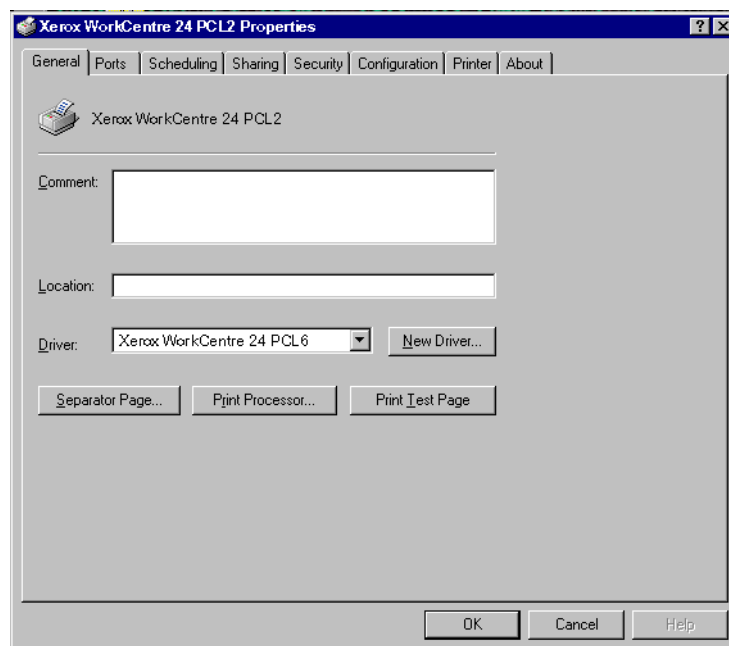
- Password** Displays the Job Type password specified in the Configuration tab. Each digit entered is displayed as an asterisk (*). This option can only be selected when the setting on the Configuration tab has been completed. This is a display-only item and cannot be changed in Password.
- Retrieve Document Name** Select the method of specifying the document name. If you have selected Auto Retrieve, the valid document name can be up to 24 alphanumeric characters.
- Document Name** When Enter Document Name is selected in the Stored Document Name list, you can specify a document name with a maximum of 24 alphanumeric characters.
- Start Print Time** Set the time that you want Delayed Print to be carried out. Place the cursor in the hour or minute box and press the up or down triangle to specify the starting time. You can also set the time by entering the time directly into the boxes.
- The default setting is 00:00

Configuring the PCL Print Driver on Windows NT 4.0

This section describes the following printer specific settings included in the PCL 6/5e Version 4.1 Print Driver Properties and Printing Preferences.

- [Print Driver Properties](#)
[Configuration Tab > Print Features](#)
[Printer Tab](#)
- [Document Defaults](#)

Print Driver Properties



- [Configuration Tab](#)
- [Printer Tab](#)

To view the *Configuration* or *Printer* tabs, select the printer icon in the *Printers* window, then select **Properties** on the *File* menu.

Configuration Tab Settings

This describes *Print Features* in the *Configuration* tab.

NOTE: *In order to print correctly, it is necessary to make appropriate settings in this tab.*



- 1** Select the printer icon in the *Printers* window, then select **Properties** from the *File* menu.
- 2** Select the *Configuration* tab.
- 3** Select the items in Print Features that you want to set.
- 4** Change the settings in the list box that is displayed below the Print Features list.
- 5** When all setting changes are completed, select **OK**.

Print Features

EMF Spooling

Select On to specify the spool format of the print data in the hard drive as RAW format. As it takes time to convert print data, the processing time is extended.

Print Page Mode

Select Print Page Mode to On to enhance printer performance with large complex jobs.

Specify Job Owner

Use this feature to specify a job owner.

Use Login Name: Use your Windows Login Name as the Job Owner Name. The Job Owner Name becomes the “Login User Name\Host Name”.

Enter Owner Name (For Administrator): Select this if you want to specify a custom Job Owner Name, which is used for all the printer icons.

Enter Owner Name (For User): Select this if you want to specify a custom Job Owner Name for each Windows Login user.

NOTE: You can enter up to 31 alphanumeric characters for the Login Name and the Owner Name. If you enter more than 31 characters for either name, only the first 31 characters are used.

Password: Enter the password for the Job Owner Name. The password can consist of 4 to 12 digits. Each digit entered displays as an asterisk (*).

Bypass Feed Orientation

Specify the paper orientation when printing from the bypass tray. When you set the short side of the paper in the bypass tray feed direction, select **Landscape**. When you set the long side of the paper in the bypass tray, select **Portrait**.

Substitute Tray

Specify what action to take when the paper size called for is not loaded in the machine.

Use Printer Settings: The settings can be confirmed on the printer control panel.

Display message: Display paper supply messages on the printer control panel. Printer will be unavailable until paper is supplied.

Use Nearest Size (With Zoom): Select the nearest paper size. Automatically reduces or enlarges images for printing, as necessary.

Use Nearest Size (No Zoom): Select the nearest paper size available and prints in equal size.

Printer Tab Settings

This describes *Printer* tab.

NOTE: *In order to print correctly, it is necessary to make appropriate settings in this tab.*



- 1** Select the printer icon in the *Printers* window, then select **Properties** from the *File* menu.
- 2** Select the *Printer* tab.
- 3** Select the **Auto Configuration** button or select the items manually in **Change Setting For:** that you want to set.
- 4** When all setting changes are completed, select **OK**.

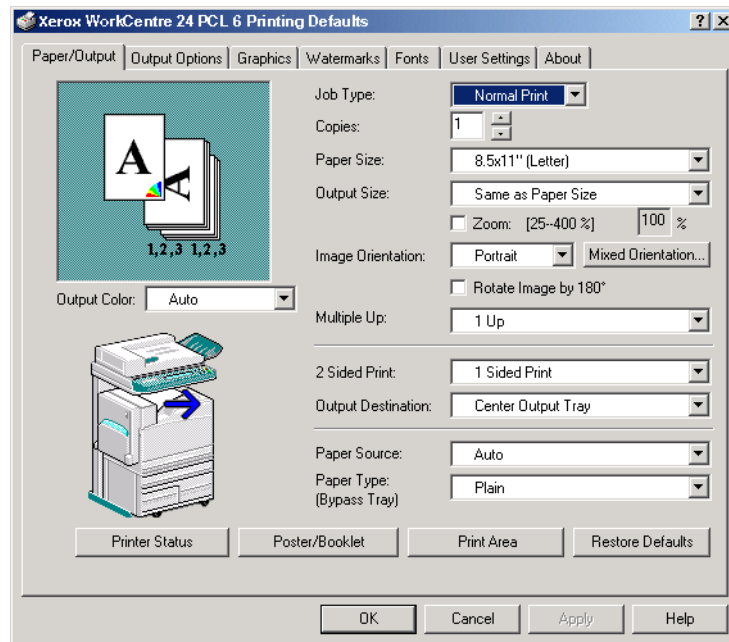
Finisher An optional output tray with stapling function that can be added to the side of the printer.

A5 & Statement Paper Detection Optional output functions to enable Trays 1 - 4 to detect certain paper sizes.

Document Defaults

This describes *the Document Defaults*.

NOTE: *In order to print correctly, it is necessary to make appropriate settings in this tab.*





1 Select the printer icon in the *Printers* window, then select **Document Defaults** from the *File* menu.

2 Select your changes on the following tabs:

- Paper/Output
- Output Options
- Graphics
- Watermarks
- Fonts
- User Settings

3 When all setting changes are completed, select **OK**.

Specify your printing options from the following:

Paper/Output Tab

Selections include Job Type, Copies, Paper Size, Output Size, Image Orientation, Mixed Orientation, Multiple Up, Output Color, 2 Sided Print, Output Destination, Paper Source, Paper Type (Bypass Tray), or select Printer Status, Poster/Booklet, Print Area, or Restore Defaults buttons.

Output Options

Select from Front Cover, Feed Cover from, Transparency Separators, Job Offset, Stapling, or select Margin Shift or Restore Defaults buttons.

Graphics Specify how you want to manipulate graphic images for your print job. Select from the following options: Output Color, Print Mode, Image Adjustment Mode, Image Types, Image Auto Correction, or select the Image Settings, Color Balance, Profile Settings, Detailed Settings, or Restore Defaults buttons.

For more information on how to set graphic options refer to section C. Special Printing in the User Guide (Print).

Watermarks Specify watermark settings. Selections for watermarks include First Page Only or In Background, Encircle, Text, Position, Angle, or select the Restore Defaults button.

Fonts Use the TrueType Font control to select how TrueType Fonts will be processed and printed.

User Settings The User Settings tab dialog provides options for you to save frequently used print driver settings and then recall these settings without having to configure again.

Windows 2000 and Windows XP

Installing PostScript or PCL Print Driver

Prior to installing the AdobePS 4.4.Xor PCL 6/5e Version 4.1 print driver perform the following.

- Obtain the Print Driver for your workstation's operating system. Print drivers are available on a CD-ROM that came with your Printer. They are also available for downloading from www.xerox.com.
- Obtain the printer's IP Address by printing a System Settings List or contacting your System Administrator.
- Check that the machine is physically connected to the network or to your computer.

For detailed instructions on how to connect the machine to a network, refer to the System Administrator's Guide.



- 1** To begin the print driver installation select one of the following.
 - Windows 2000: from the *Start* menu, select **Settings**, and then **Printers**.
 - Windows XP: from the *Start* menu, and then **Printers and Faxes**.
- 2** In the Printers window select one of the following.
 - Windows 2000: double click **Add Printer**.
 - Windows XP: from Printer Tasks, select **Add a printer**.
- 3** When the Add Wizard displays, select **Next**. The *Local or Network Printer* screen is displayed.
- 4** Select either **Local Printer** or **Network Printer**.
 - If Local printer is selected, deselect the "Automatically detect and install my Plug and Play printer" check box.
 - If Network printer is selected, specify the target printer in the "Connect to printer" dialog box.

- 5** Select **Next**. The *Select the Printer Port* screen is displayed.
- 6** Select one of the following and then select **Next**.
 - Use the following port.
 - Create a new port.
- 7** Insert the CD-ROM in the CD-ROM drive.
- 8** When the *Add Printer Wizard* window displays Manufacturers and Printers lists, select **Have Disk...** The *Install From Disk* screen is displayed.
- 9** Enter the path for your driver files in the “Copy manufacturer’s files from:” box.

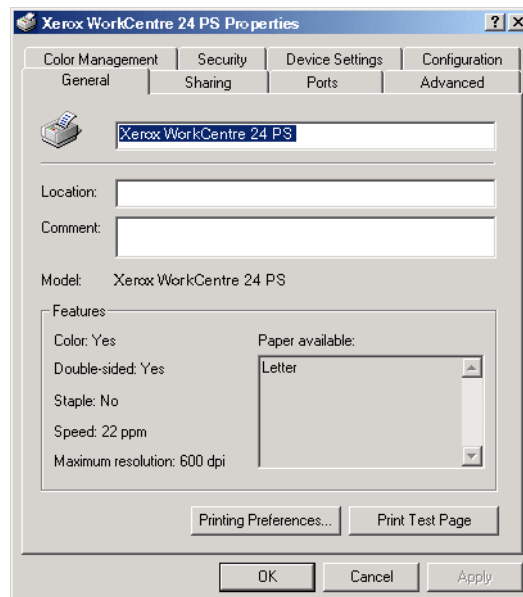
NOTE: You can also use the **Browse** button to specify a folder in the CD-ROM.
- 10** Select the **.INF** file, then select **Open**.
- 11** When the *Install From Disk* screen is displayed, verify that the path and file name are correct and select **OK**.
- 12** Select your printer model from the Printers list and select **Next**.
- 13** Enter the printer name, set whether you want to use it as your default printer, and select **Next**.
- 14** Select **Do not share this printer**, and select **Next**
- 15** Select **Yes** to print a test page, then select **Next**.
- 16** Select **Finish**.
- 17** Verify that the test page prints at the printer then select **Yes**.
- 18** Confirm that the printer has been added in the *Printers* window.
- 19** Continue to the next page in order to configure the print driver to complete the installation.

Configuring the PostScript Print Driver on Windows 2000/XP

This section describes the following printer specific settings included in the AdobePS 4.4.X Print Driver Properties and Printing Preferences.

- [Print Driver Properties](#)
 - [Device Settings Tab > Installable Options Configuration Tab](#)
- [Printing Preferences](#)
 - [Advanced Options Dialog Box > Printer Features Output Setting Tab](#)

Print Driver Properties



- [Installable Options](#) in the *Device Settings Tab*
- [Configuration Tab](#)

Installable Options Settings

This describes **Installable Options** in the *Device Settings* tab.

NOTE: *In order to print correctly, it is necessary to make appropriate settings in this tab.*



- 1** Select the printer icon in the *Printers* window, then select **Properties** from the *File* menu.
- 2** Select the *Device Settings* tab.
- 3** Select the items you want to set in *Installable Options*.
- 4** Change the settings in the underlined menu that is displayed on the right of the option.
- 5** When all setting changes are completed, select **OK**.

Settings

- | | |
|-----------------------------|--|
| Memory | Specify the amount of printer memory. <ul style="list-style-type: none"> • The default setting is Normal 512MB |
| Output Tray | Specify whether Finisher is installed and the type. |
| Paper Detect by Tray | Specify either Statement Paper Detection, or A5 Paper Detection. |

Configuration Tab Settings

This section describes the settings of the *Configuration* tab.

1 2 3...

- 1** Select the printer icon in the *Printers* window, then select **Properties** from the *File* menu.
- 2** Select the *Configuration* tab.
- 3** Change the settings that you want to set.
- 4** When all setting changes are completed, select **OK**.

Specify Job Owner

- | | |
|---|---|
| Use Login Name | Use your Windows Login Name as the Job Owner Name. The Job Owner Name becomes the "Login User Name\Host Name". |
| Enter Owner Name (For Administrator) | Select this if you want to specify a custom Job Owner Name, which is used for all the printer icons. |
| Enter Owner Name (For User) | Select this if you want to specify a custom Job Owner Name for each Windows Login user.

NOTE: <i>You can enter up to 31 alphanumeric characters for the Login Name and the Owner Name. If you enter more than 31 characters for either name, only the first 31 characters are used.</i> |
| Password | Enter the password for the Job Owner Name. The password can consist of 4 to 12 digits. Each digit entered displays as an asterisk (*). |

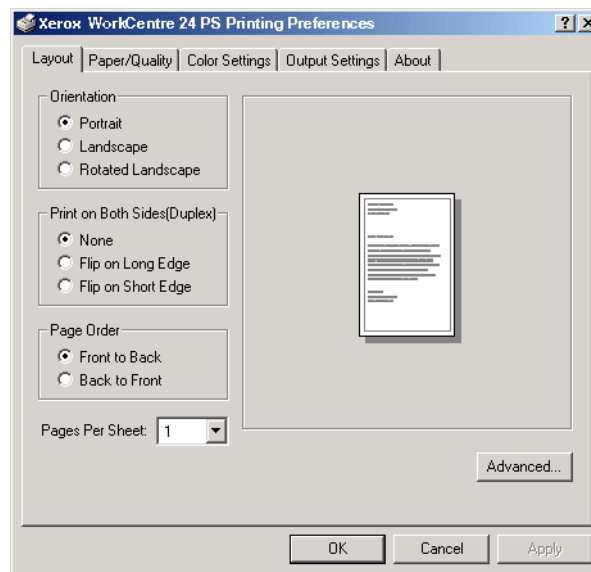
Job Type User Setting

Enter the User ID and password for the Job Type, which includes Secure Print, Sample Print, and Delayed Print.

User ID Enter the User ID for Print Type. The User ID can contain up to a maximum of 24 alphanumeric characters.

Password Enter the password for the Job Type. You can enter up to 4 digits. Each digit entered displays as an asterisk (*).

Printing Preferences



- Sections specific to the printer in **Printer Features** of the *Advanced Options* Dialog Box
- *Output Settings* Tab

Advanced Options Dialog Box Settings

This section describes the settings of the *Advanced Options* dialog box displayed when selecting *Advanced* in the *Layout* tab.

123...

- 1** Select the printer icon in the *Printers* window, then select **Printing Preferences** from the *File* menu.
- 2** On the *Layout* tab, select **Advanced...**
- 3** Select the items in *Printer Features*.
- 4** Change the settings on the menu displayed to the right.
- 5** When all setting changes are completed, select **OK**.

Printer Features Settings

Output Tray Set the destination for the output.

- The items that can be selected vary according to whether the Center Tray or Finisher Tray has been installed.

Job Offset Shifting the output positions of adjacent jobs (print command) or copies (sets) is called Job Offset. The positions of adjacent jobs or sets of copies are shifted to the front and the next job or set of copies is shifted to the back.

Transparency Separators Specify whether to use transparency separators and the source of the separators.

Select Auto for three paper source to automatically feed from the paper tray with paper of the same size and in the same orientation as the transparencies.

NOTE: *When using Transparency Separators, be sure to load paper of the same size and in the same orientation as transparencies into the paper tray.*

NOTE: *The Transparency Separators function cannot be used in the following situations:*

- When anything other than Manual feed is selected for Paper source in the *Paper/Quality* tab.
- When anything other than Transparency is selected for Media type in the *Paper/Quality* tab.
- When anything other than Center Output Tray is selected for Output Destination in the *Advanced Options* tab.

Bypass Feed Orientation Specify the paper orientation when printing from the bypass tray. When you set the short side of the paper in the bypass tray feed direction, select **Landscape**. When you set the long side of the paper in the bypass tray, select **Portrait**.

Print Mode Specify whether to give priority to the print speed or the image quality. The printer/copier is capable of printing at three different resolutions:

High Speed: 600 x 600

Standard: 1200 x 600

High Quality: 1200 x 1200

To change resolution settings, use the Print Mode selections.

NOTE: *The Image Enhancement feature is not available when Standard or High Quality is selected.*

Output Color Specify your output printing options select either Color or Black.

RGB Color Correction Specify the coloration of the RBG Color Correction.

Normal: This setting is optimized for printing documents that contain text and graphics, such as business documents.

Photo: This setting is optimized for printing photos or images with gradations. Select this setting when printing images in RBG.

Web Pages: This setting is optimized for printing web pages.

Presentation: This setting is optimized for printing the color documents vividly, such as presentation documents.

RGB Gamma Correction Specify the brightness of the documents. The higher the value, the darker the print becomes.

Screen You can adjust the image quality. Select Gradation to print photos and gradations clearly. Select Fineness to print the colors in illustrations, tables, or graphs evenly.

Image Enhancement Specify whether to use the Image Enhancement function.

Selecting On, smooths out the boundaries between black and white when printing. This reduces jagged edges, thereby artificially increasing the resolution of the image. When printing an image (bitmap) composed of coarse halftone dots, smooth color gradation is impossible in certain situations. In this case, select Off.

NOTE: *The Image Enhancement feature is available only when Print Mode is set to High Speed.*

- Draft Mode** Specify whether to reduce the amount of toner used when printing drafts. When you select On, the overall printed color becomes lighter. This is best for printing documents when print quality is not necessary.
- Gray Guaranteed** Select On to print grays and black within documents in black toner only. This prevents neutral grays from exhibiting any kind of color shading or misregistration. This feature does not apply to images of the documents.
- NOTE:** *For documents containing sweeps/gradients that include gray, it may be preferable to set this feature to Off.*
- Stapling** Select whether to staple printed documents as well as the position of the staple.
- You can staple 2 to 50 sheets.
 - You can only staple when Finisher Tray is selected for Output Destination in the *Advanced Options* tab.
 - You cannot use staples when Job Offset is selected.
- Custom Paper Image Rotation** Select whether to correct the paper orientation when printing on custom paper. When printing on custom paper, select On to correct the orientation rotated at 90 degrees.
- Substitute Tray** Specify what action to take when the paper size called for is not loaded in the machine.
- Use Printer Settings:** The settings can be confirmed on the printer control panel.
- Display message:** Display paper supply messages on the printer control panel. Printer will be unavailable until paper is supplied.
- Use Nearest Size (With Zoom):** Select the nearest paper size. Automatically reduces or enlarges images for printing, as necessary.
- Use Nearest Size (No Zoom):** Select the nearest paper size available and prints in equal size.
- Use Larger Size (With Zoom):** Print in equal size on paper larger than the original. Automatically reduces images for printing, as necessary.
- Use Larger Size (No Zoom):** Print on paper larger than the original.

Output Setting Tab Settings

This section describes the settings in the *Output Settings* tab.

123...

- 1** Select the printer icon in the *Printers* window, then select **Printing Preferences** from the *File* menu.
- 2** Select the **Output Settings** tab.
- 3** Change the settings that you want to set.
- 4** When all setting changes are completed, select **OK**.

Job Type

Job Type

You can specify the print function from among Secure Print, Sample Print, and Delayed Print.

Secure Print: A function that temporarily stores print jobs in the printer, and prints the job when instructed from the printer control panel.

- If you want to output secure prints, set the User ID and password for Print Type in the Configuration tab.

Sample Print: A function that outputs only 1 set when multiple sets are specified. If the job is as specified, the remaining sets are printed.

Delayed Print: A function that temporarily stores print jobs in the printer, and prints them at a scheduled time.

Normal Print

Select when you do not want to output secure prints, sample prints, or delayed prints.

Secure Print Select when you want to output secure prints.

Sample Print Select when you want to output sample prints.

NOTE: *The Collated setting must be selected in the Page Setup tab when using Job Type.*

Delayed Print Select when you want to output delayed prints.

User ID Displays the User ID for Job Type. The User ID displayed is the User ID specified on the Configuration tab. This option can only be selected when the setting on the Configuration tab has been completed. This is a display-only item and cannot be changed in User ID.

Password Displays the Job Type password specified in the Configuration tab. Each digit entered is displayed as an asterisk (*). This option can only be selected when the setting on the Configuration tab has been completed. This is a display-only item and cannot be changed in Password.

Retrieve Document Name Select the method of specifying the document name. If you have selected Auto Retrieve, the valid document name can be up to 24 alphanumeric characters.

Document Name When “Enter Document Name” is selected in the Stored Document Name list, you can specify a document name with a maximum of 24 alphanumeric characters.

Start Print Time Set the time that you want Delayed Print to be carried out. Place the cursor in the hour or minute box and press the up or down triangle to specify the starting time. You can also set the time by entering the time directly into the boxes.

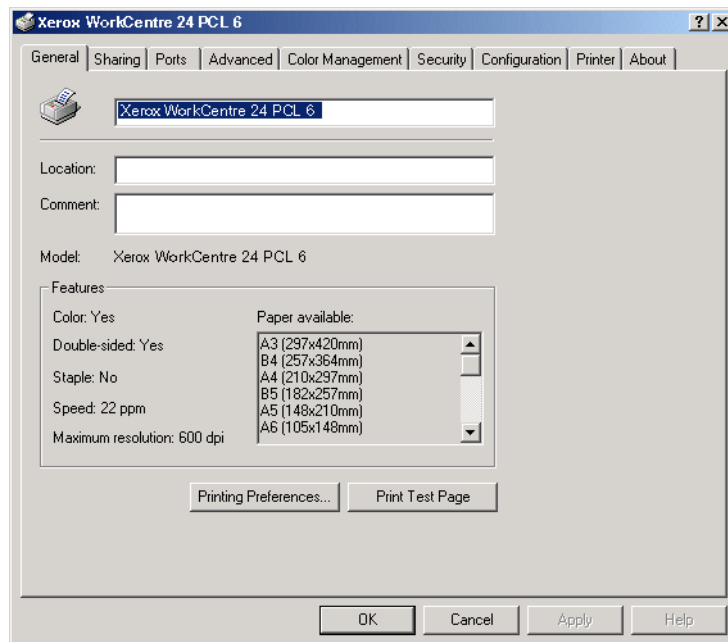
- The default setting is 00:00

Configuring the PCL Print Driver on Windows 2000/XP

This section describes the following printer specific settings included in the PCL 6/5e Version 4.1 Print Driver Properties and Printing Preferences.

- [Print Driver Properties](#)
 - [Configuration Tab](#)
 - [Printer Tab](#)
- [Printing Defaults](#)
 - [Advanced Tab](#)

Print Driver Properties



- [Configuration Tab](#)
- [Printer Tab](#)

Configuration Tab Settings

This describes *Print Features* in the *Configuration* tab.

NOTE: *In order to print correctly, it is necessary to make appropriate settings in this tab.*



- 1** Select the printer icon in the *Printers* window, then select **Properties** from the *File* menu.
- 2** Select the *Configuration* tab.
- 3** Select the items in Print Features that you want to set.
- 4** Change the settings in the list box that is displayed below the Print Features list.
- 5** When all setting changes are completed, select **OK**.

Print Features

EMF Spooling Select On to specify the spool format of the print data in the hard drive as RAW format. As it takes time to convert print data, the processing time is extended.

Print Page Mode Select Print Page Mode to On to enhance printer performance with large complex jobs.

Specify Job Owner Use this feature to specify a job owner.

Use Login Name: Use your Windows Login Name as the Job Owner Name. The Job Owner Name becomes the "Login User Name\Host Name".

Enter Owner Name (For Administrator): Select this if you want to specify a custom Job Owner Name, which is used for all the printer icons.

Enter Owner Name (For User): Select this if you want to specify a custom Job Owner Name for each Windows Login user.

NOTE: You can enter up to 31 alphanumeric characters for the Login Name and the Owner Name. If you enter more than 31 characters for either name, only the first 31 characters are used.

Password: Enter the password for the Job Owner Name. The password can consist of 4 to 12 digits. Each digit entered displays as an asterisk (*).

Bypass Feed Orientation Specify the paper orientation when printing from the bypass tray. When you set the short side of the paper in the bypass tray feed direction, select **Landscape**. When you set the long side of the paper in the bypass tray, select **Portrait**.

Substitute Tray Specify what action to take when the paper size called for is not loaded in the machine.

Use Printer Settings: The settings can be confirmed on the printer control panel.

Display message: Display paper supply messages on the printer control panel. Printer will be unavailable until paper is supplied.

Use Nearest Size (With Zoom): Select the nearest paper size. Automatically reduces or enlarges images for printing, as necessary.

Use Nearest Size (No Zoom): Select the nearest paper size available and prints in equal size.

Printer Tab Settings

This describes *Printer* tab.

NOTE: *In order to print correctly, it is necessary to make appropriate settings in this tab.*



- 1** Select the printer icon in the *Printers* window, then select **Properties** from the *File* menu.
- 2** Select the *Printer* tab.
- 3** Select the **Auto Configuration** button or select the items manually in **Change Setting For:** that you want to set.
- 4** When all setting changes are completed, select **OK**.

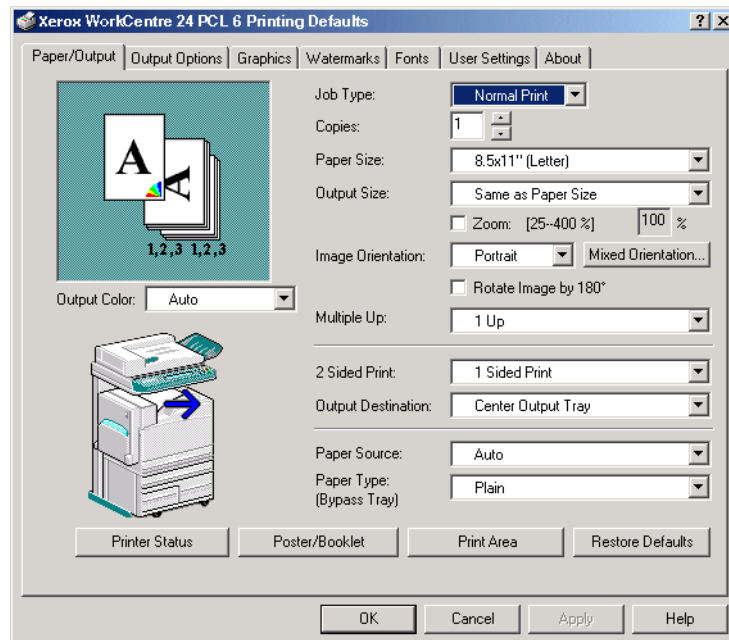
Finisher An optional output tray with stapling function that can be added to the side of the printer.

A5 & Statement Paper Detection Optional output functions to enable Trays 1 - 4 to detect certain paper sizes.

Printing Defaults

This describes *the Printing Defaults on the Advanced tab.*

NOTE: *In order to print correctly, it is necessary to make appropriate settings in this tab.*





- 1** Select the printer icon in the *Printers* window, then select **Properties** from the *File* menu.
- 2** Select the *Advanced* tab.
- 3** Select the **Printing Defaults** button to view or change the document default properties for all users of the selected printer. Select your changes on the following tabs:
 - [Paper/Output](#)
 - [Output Options](#)
 - [Graphics](#)
 - [Watermarks](#)
 - [Fonts](#)
 - [User Settings](#)
 - [About](#)
- 4** When all setting changes are completed, select **OK**.
Specify your printing options from the following:

Paper/Output Tab

Selections include Job Type, Copies, Paper Size, Output Size, Image Orientation, Mixed Orientation, Multiple Up, Output Color, 2 Sided Print, Output Destination, Paper Source, Paper Type (Bypass Tray), or select Printer Status, Poster/Booklet, Print Area, or Restore Defaults buttons.

- Output Options** Select from Front Cover, Feed Cover from, Transparency Separators, Job Offset, Stapling, or select Margin Shift Restore Defaults buttons.
- Graphics** Specify how you want to manipulate graphic images for your print job. Select from the following options: Output Color, Print Mode, Image Adjustment Mode, Image Types, Image Auto Correction, or select the Image Settings, Color Balance, Profile Settings, Detailed Settings, or Restore Defaults buttons.
- For more information on how to set graphic options refer to section C.) Special Printing in the User Guide (Print).*
- Watermarks** Specify watermark settings. Selections for watermarks include First Page Only or In Background, Encircle, Text, Position, Angle, or select the Restore Defaults button.
- Fonts** Use the TrueType Font control to select how TrueType Fonts will be processed and printed.
- User Settings** The *User Settings* tab provides options for you to save frequently used print driver settings and then recall these settings without having to configure again.
- About** The *About* tab displays the name, version, and copyright information of the print driver.

Macintosh

Installing PostScript Print Driver

There are three steps to install the print driver:

- Use the installer CD-ROM that you received with the printer to install the printer to the Macintosh.
- Configure the PPD File.
- Configure the print driver.

Prior to installing the AdobePS 4.4.X print driver perform the following.



- 1** Insert the CD-ROM in the CD-ROM drive.
- 2** Copy the PPD (PostScript Printer Description) file to the **System Folder\Extensions\Printer Descriptions** folder on your workstation.
- 3** Locate the **Adobe PostScript Print Driver** file.
- 4** Double click the **Adobe PS Installer** icon. The *Introduction* screen is displayed.
- 5** Select **Continue** on the Introduction screen.
- 6** On the *Licensing* screen, select **Accept**.
- 7** Review the *Read Me* file then select **Continue**.
- 8** Verify the location for the print driver file and select **Install**.
- 9** When the installation completes, select **Restart** to reboot the workstation.

Configure the PPD File

- 10** In the Apple Chooser, select the Adobe Postscript or Apple LaserWriter printer.
- 11** Select the appropriate **AppleTalk zone** (if applicable) and the printer name.
- 12** Select **Create** (for initial installation) or **Setup** (for all subsequent installations) and select the PPD file for the printer. The *PPD* screen is displayed.
- 13** On the *PPD* screen, select **Select PPD**.
- 14** If it is not already selected, highlight the Printer's PPD in the list and select **Select**.
- 15** Select **OK**.
- 16** Confirm that the printer has been added.
- 17** Continue to the next page in order to configure the print driver to complete the installation.

Setting the Print Driver Properties on Macintosh

This section describes printer specific settings included in the print driver properties.

NOTE: Typically, *Installable Options* is automatically set according to the 1-directional communications with the printer. It is not necessary to change the setting.

- [Installable Options on the Option menu](#)
- [Printer Specific Options](#)

Configure Settings

This describes Installable Options.

NOTE: In order to print correctly, it is necessary to make appropriate settings in this tab.

123...

- 1** Select the printer using the Chooser and select **Setup**. The *Current Printer Description File (PPD) Selected* screen is displayed.
- 2** Select **Configure** on the *Current Printer File (PPD) Selected* screen. The *Installable Options* list is displayed.
- 3** Set the option menu items in *Installable Options*. Select **OK**.

Settings

- | | |
|-----------------------------|---|
| Memory | Specify the amount of printer memory. <ul style="list-style-type: none">• The default setting is Standard 512MB |
| Output Tray | Set the destination for the output. <ul style="list-style-type: none">• The items that can be selected vary according to whether Finisher has been installed. |
| Paper Detect by Tray | Specify either Statement Paper Detection, or A5 Paper Detection. |

Printer Specific Options Settings

This describes *Printer Specific Options*, used to set the print driver.

123...

- 1** On the *File* menu of the application, select **Print**.
- 2** Select **Printer Specific Options**.
- 3** Select the features you want to set.

Settings

This section describes the settings of the *Printer Specific Options* list.

- Output Tray** Set the destination for the output.
- The items that can be selected vary according to whether the Side Output Tray or Finisher Tray has been installed.
- Job Offset** Shifting the output positions of adjacent jobs (print command) or copies (sets) is called Job Offset. The positions of adjacent jobs or sets of copies are shifted to the front and the next job or set of copies is shifted to the back.
- Collated** Selects whether to collate a multi-page file per set when they are printed.

Transparency Separators

Specify whether to use transparency separators and the source of the separators.

Select Auto for three paper source to automatically feed from the paper tray with paper of the same size and in the same orientation as the transparencies.

NOTE: *When using Transparency Separators, be sure to load paper of the same size and in the same orientation as transparencies into the paper tray.*

NOTE: *The Transparency Separators function cannot be used in the following situations:*

- When anything other than Manual feed is selected for Paper source in the *Paper/Quality* tab.
- When anything other than Transparency is selected for Media type in the *Paper/Quality* tab.
- When anything other than Center Output Tray is selected for Output Destination in the *Advanced Options* tab.
- When print on both sides is selected.

Bypass Feed Orientation

Specify the paper orientation when printing from the bypass tray. When you set the short side of the paper in the bypass tray feed direction, select **Landscape**. When you set the long side of the paper in the bypass tray, select **Portrait**.

Paper Type (Bypass Tray)

Select the type of the paper set in the bypass tray.

Print Mode

Specify whether to give priority to the print speed or the image quality. The printer/copier is capable of printing at three different resolutions:

High Speed: 600 x 600

Standard: 1200 x 600

High Quality: 1200 x 1200

To change resolution settings, use the Print Mode selections.

NOTE: *The Image Enhancement feature is not available when Standard or High Quality is selected.*

Output Color

Specify your output printing options select either Color or Black.

- RGB Color Correction** Specify the coloration of the RGB Color Correction.
- Normal:** This setting is optimized for printing documents that contain text and graphics, such as business documents.
- Photo:** This setting is optimized for printing photos or images with gradations. Select this setting when printing images in RGB.
- Web Pages:** This setting is optimized for printing web pages.
- Presentation:** This setting is optimized for printing the color documents vividly, such as presentation documents.
- RGB Gamma Correction** Specify the brightness of the documents. The higher the value, the darker the print becomes.
- Screen** You can adjust the image quality. Select Gradation to print photos and gradations clearly. Select Fineness to print the colors in illustrations, tables, or graphs evenly.
- Image Enhancement** Specify whether to use the Image Enhancement function.
- Selecting On, smooths out the boundaries between black and white when printing. This reduces jagged edges, thereby artificially increasing the resolution of the image. When printing an image (bitmap) composed of coarse halftone dots, smooth color gradation is impossible in certain situations. In this case, select Off.
- NOTE:** *The Image Enhancement feature is available only when Print Mode is set to High Speed.*
- Draft Mode** Specify whether to reduce the amount of toner used when printing drafts. When you select On, the overall printed color becomes lighter. This is best for printing documents when print quality is not necessary.
- Gray Guaranteed** Select On to print grays and black within documents in black toner only. This prevents neutral grays from exhibiting any kind of color shading or misregistration. This feature does not apply to images of the documents.
- NOTE:** *For documents containing sweeps/gradients that include gray, it may be preferable to set this feature to Off.*
- Stapling** Select whether to staple printed documents as well as the position of the staple.
- You can staple 2 to 50 sheets.
 - You can only staple when Finisher Tray is selected for Output Destination in the *Advanced Options* tab.
 - You cannot use staples when Job Offset is selected.

B. Basic Printing

Paper

This section identifies differences in paper usage as compared to paper usage when copying. Other than these, there are no differences between using paper for copying and printing.

For more information on how to load paper, refer to the User Guide (Copier).

Differences From Copying

Tray 5 (Bypass)

When using Tray 5 (Bypass), there is a restriction on the orientation of loading paper.

When printing with Tray 5 (Bypass), be sure to select **Tray 5 (Bypass)** from the *Paper Source* menu on the *Tray/Output* tab, and then select the correct paper type from the *Paper Tray (Bypass)* menu on the print driver screen.

For details on loading paper in Tray 5 (Bypass), refer to the User Guide (Copier).

Caution for Printing

If the paper size or type used for printing is different from the selection on the print driver, or if the paper is loaded in an unsuitable paper tray, it may cause paper to jam.

Automatic Tray Switching

To enable the Auto Tray Switch feature, Auto must be selected from the Paper Source menu on the Tray/Output tab.

NOTE: *The Auto Tray Switch feature is displayed as Disable Auto Tray Switch in the Common Menu and Internet Services.*

Outputting Paper

To use the Job Offset feature you must first configure the setting on the *Configuration* tab of the print driver.

Prior to Printing

In order to print from your computer, you must first install a print driver. Print drivers are software that convert print data or instructions from the computer into data that can be interpreted by the printer.

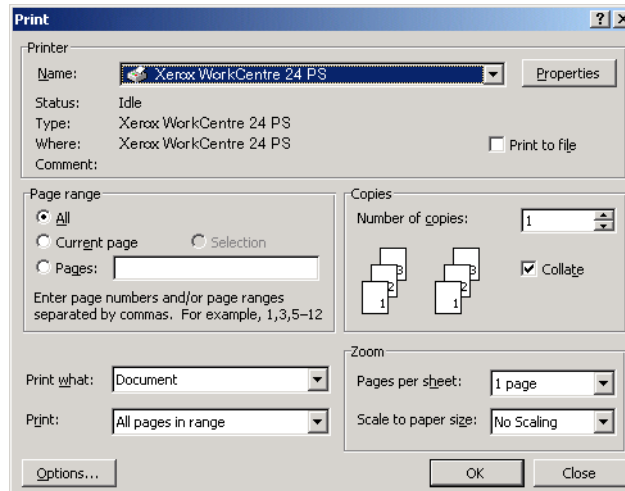
Printing Procedure

The printing procedure will differ according to the application program used. For details, refer to your application program manual.

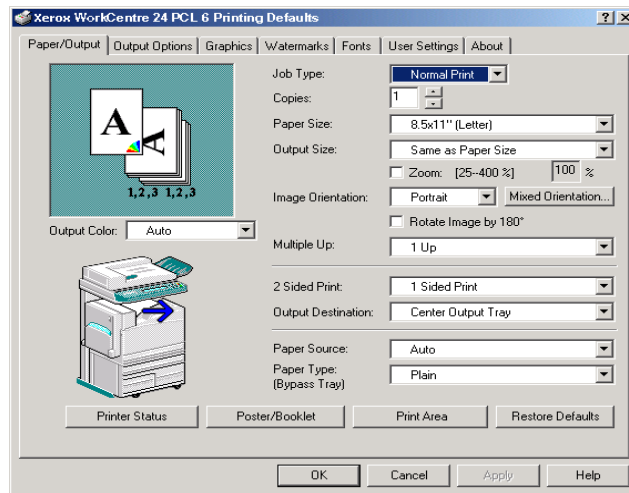


|

- 1 Select **Print** from the application program *File* menu. The *Print* screen is displayed.



- 2 Select the Printer and then select **Properties**. The *Printer Properties* screen is displayed.
- 3 Select the desired printing options for your print job.



- 4 Select **OK**.

Setting Printing Features

Typically, printing features are set on the printer properties dialog box that is displayed when entering either printing from the application program or selecting Properties from the *File* menu on the printer icon.

From the *Properties* screen, select the desired features in each tab.

NOTE:

- For Windows 95/98/Me, select **Properties**.
- For Windows NT 4.0, select options from the tabs that are displayed by selecting **Document Defaults** and **Properties** from the *File* menu.
- For Windows 2000 and Windows XP, select options from the tabs that are displayed by selecting **Printing Preferences** and **Properties** from the *File* menu.
- For Windows 98, Windows Me, Windows 2000 and Windows XP, options are also displayed on the *Color Management* tab.
- For complete settings details, refer to the Driver Configuration information at the beginning of this chapter.

Switching Printer Off-line

When the printer is switched off-line, it cannot receive data. Receiving data will be interrupted and will not be printed.



- 1** On the control panel, press the **Machine Status** button. The *Machine Status* screen is displayed.
- 2** Select **Print Mode** located on the *Machine Status* tab. The *Print Mode* screen is displayed.
- 3** Select **Off-line**.
- 4** Select **Close**.

Cancel Print/Check Print Job Status

Cancel Print from the Workstation



- 1** From the *Start* menu, select **Settings** and then select **Printers**.
- 2** Open the icon of the printer model.
- 3** In the window displayed, select any document name and then press **Delete** on the keyboard.

Canceling a Print Job Using Internet Services

You can cancel printing from your workstation using Internet Services via a browser.

For more information on Internet Services, refer to the Internet Services section D in the User Guide (Print).

Canceling a Print Job From the Printer

There are three options available for canceling a print job at the machine. You can cancel a print job that is in process, one that is currently being printed or one that is stored for printing at a later time.

Canceling a Print Job in Process

- Either press the **Stop** button on the control panel or select **Stop** on the following screen.
- The job currently being processed will be discontinued.

Canceling a Print Job During Print

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- 1** Either press the **Stop** button on the control panel or select **Stop**. The job currently being processed will be discontinued.
- 2** To stop printing, either press the **Stop** button on the control panel or select **Stop** on the following screen.

NOTE: *The page that is currently printing will be printed.*

Canceling Jobs Stored in the Printer

You can interrupt the printer from receiving data and empty the buffer using the procedure below.



- 1** On the control panel, press **Job Status**. The *Job Status* screen is displayed.
- 2** On the *Job Status* screen, select **Current/Pending Jobs**. A list of jobs in process or waiting is displayed.
- 3** Select the job that you want to delete. The job status is displayed.
- 4** Select **Stop**. The job processing will be discontinued.
- 5** Select **Close**.

C. Special Printing

Specifying Output Color for Printing in a PCL Driver

You can specify the output color for printing.

From the *Output Color* menu of either the *Paper/Output* or *Graphics* tab, select **Black** or **Auto**.

Printing with Black

To print in black and white, select **Black** from the *Output Color* menu.

Print Mode

Specify whether to give priority to the print speed or the image quality. The printer/copier is capable of printing at three different resolutions:

High Speed: 600 x 600

Standard: 1200 x 600

High Quality: 1200 x 1200

To change resolution settings, use the Print Mode selections.

NOTE: *The Image Enhancement feature is not available when **Standard** or **High Quality** is selected.*

Options	Contents
High Speed	Prints faster but with a loss of image quality.
Standard	The average mode of High Speed and High Quality.
High Quality	Prints with better quality but slower

NOTE: *If printing is slow even when High Speed has been selected, try setting **Print Page Mode** on the Configuration tab to **On**. The printing time may be shortened.*

Image Adjustment Mode

Options	Contents
Recommended	A unique system of our company to adjust image quality.

The possible feature combinations of Print Mode and Output Color and other options of the *Graphics* tab are as follows:

NOTE: *When **Black** has been selected for **Output Color**, only **Recommended** can be selected for Image Adjustment.*

Black & High Speed

The possible feature combinations when **Black** for *Output Color* and **High Speed** for Print Mode have been selected:

Graphics Options		Image Adjustment Mode	Recommended
Image Settings		Brightness	Available
		Chroma	NA
		Contrast	Available
Color Balance		Black	Available
		Cyan	NA
		Magenta	NA
		Yellow	NA
Profile Settings		Color Correction Temperature/ Gamma	Available
		ICC Profile	Available
Detailed Settings:	Text	Change All Colors to Black	Available
		Graphic	Change All Colors to Black
	Graphic	Thicken Fine Lines	Available
		Paint Only Enclosed Areas	Available
		Photo	Image Compression
	Photo	Smoothing	Available
		High Speed Image Processing	Available
		All	Image Enhancement
	All	Draft Mode	Available
		Resolution	Available

Black & Standard

The possible feature combinations when **Black** for *Output Color* and **Standard** for Print Mode have been selected:

Graphics Options		Image Adjustment Mode	Recommended
Image Settings		Brightness	Available
		Chroma	NA
		Contrast	Available
Color Balance		Black	Available
		Cyan	NA
		Magenta	NA
		Yellow	NA
Profile Settings		Color Correction Temperature/ Gamma	Available
		ICC Profile	Available
Detailed Settings:	Text	Change All Colors to Black	Available
		Graphic	Change All Colors to Black
	Graphic	Thicken Fine Lines	Available
		Paint Only Enclosed Areas	Available
		Photo	Image Compression
	Photo	Smoothing	Available
		High Speed Image Processing	Available
		All	Image Enhancement
	All	Draft Mode	Available
		Resolution	Available

Black & High Quality

The possible feature combinations when **Black** for *Output Color* and **High Quality** for Print Mode have been selected:

Graphics Options		Image Adjustment Mode	Recommended
Image Settings		Brightness	Available
		Chroma	NA
		Contrast	Available
Color Balance		Black	Available
		Cyan	X
		Magenta	X
		Yellow	X
Profile Settings		Color Correction Temperature/ Gamma	Available
		ICC Profile	Available
Detailed Settings:	Text	Change All Colors to Black	Available
	GraphIC	Change All Colors to Black	Available
		Thicken Fine Lines	Available
		Paint Only Enclosed Areas	Available
	Photo	Image Compression	Available
		Smoothing	Available
		High Speed Image Processing	Available
	All	Image Enhancement	NA
		Draft Mode	Available
		Resolution	Available



- 1** Select **Print** from the *File* menu.
- 2** Select the printer, and then select **Properties**.
- 3** Select the *Graphics* tab.
- 4** Select **Black** from the *Output Color* drop-down list.
NOTE: You can also select from *Output Color* on the *Paper/Output* tab.
- 5** Select the mode from the *Print Mode* drop-down list box.
- 6** Select **OK**.

Printing with Auto

Auto Before printing, the printer can detect the colors on every document page, and then switch automatically to Color when colors other than black and white are used, and to Black when only black and white are used. Select **Auto** from the *Output Color* menu.

Output Color Recognition

When this feature is checked, pages with only some degree of unevenness in color will be detected as black and white. When the box has not been checked, only pages with even degree of color will be detected as black and white.

You can also configure the *Print Mode*, *Image Adjustment Mode* and *Image Auto Correction* settings. However, pages detected as black and white will be printed with the settings of *Black* mode.

Display the *Graphics* tab to configure these settings.

Print Mode

Specify whether to give priority to the print speed or the image quality. The printer/copier is capable of printing at three different resolutions:

High Speed: 600 x 600

Standard: 1200 x 600

High Quality: 1200 x 1200

To change resolution settings, use the Print Mode selections.

NOTE: *The Image Enhancement feature is not available when **Standard** or **High Quality** is selected.*

Options	Contents
High Speed	Prints faster but with a loss of image quality.
Standard	The average mode of High Speed and High Quality.
High Quality	Prints with better quality but slower

NOTE: *If printing is slow even when High Speed has been selected, try setting **Print Page Mode** on the Configuration tab to **On**. The printing time may be shortened.*

Image Adjustment Mode

The available options in Image Adjustment mode are:

- [Recommended](#)
- [ICM \(System\)](#)

NOTE: *The ICM (System) setting is not available for Windows NT 4.0 Operating System.*

- [CMS \(Application\)](#)
- [Complimentary Color Conversion](#)

Recommended

When **Recommended** has been selected, select the image type from the *Image Types list* box.

Options	Contents
Normal	Prints documents with a mixture of texts, graphs and photos, fast.
Photo	Reproduces photos and gradation more accurately. Suitable for printing of images in RGB.
Presentation	Adjusts colors vividly for printing. Suitable for presentation materials.
Web Pages	Effectively reproduces screen displays like web pages.

ICM (System) Changes colors using the ICM feature of Windows 98, Windows Me, Windows 2000, and Windows XP.

When ICM (System) has been selected, select the way of converting colors from the *Intent* list box.

NOTE: *Prior to using the ICC profile of this machine, register it on the Color Management tab of the print driver.*

Options	Contents
Saturation	Converts colors to improve the reproduction of graphics in presentation materials.
Perceptual	Converts colors to improve the reproduction of images like photos.
Colorimetric	Reproduces suitably only colors that can be reproduced by the printer and converts others not within the reproduction range to other colors.

CMS (Application) The print driver does not convert any colors. When printing from an application program with its own Color Management System (CSM), the print driver will receive instruction on color data converted according to the printer characteristics. In this case, select this item to prevent double color conversion by the print driver.

Complementary Color Conversion Selecting this will enable the Auto Correction for you to select an option.

Image Auto Correction

When the document to be printed includes photo images, you can correct the image quality according to the special characteristics of the photo images. You can perform automatic correction according to the characteristics of the specified image type.

NOTE: *Image Auto Correction cannot be selected when ICM (System) or CMS (Application) has been selected for Image Adjustment Mode.*

The possible feature combinations of Print Mode, Image Adjustment Mode and other options of the *Graphics* tab are as follows:

Options	Contents
Normal	Corrects imbalances in photo images like too bright or dark, or too greyish. Images with insufficient contrast and saturation will be automatically corrected.
Portrait	Automatically corrects the brightness, contrast and saturation suitable for images of people.
Landscape	Automatically corrects the brightness, contrast and saturation suitable for images of scenery.
Map	Automatically corrects maps and on-site photos to reproduce the text and detailed portions clearly.

NOTE: *ICM (System) only will be display in Windows 98, Windows Me, Windows 2000, and Windows XP.*

Auto & High Speed

The possible feature combinations when Auto for Output Color and High Speed for Print Mode have been selected:

Graphics Options		Image Adjustment Mode	Recommended	ICM Adj. (System)	CMS Adj. (Application)	Complementary Color Conversion
Image Settings	Brightness		Available	NA	NA	Available
	Chroma		Available	NA	NA	Available
	Contrast		Available	NA	NA	Available
Color Balance	Black		Available	Available	Available	Available
	Cyan		Available	Available	Available	Available
	Magenta		Available	Available	Available	Available
	Yellow		Available	Available	Available	Available
Profile Settings	Color Temperature/ Gamma		Available	NA	NA	Available
	ICC Profile		Available	NA	NA	Available
Detailed Settings:	Text	Change All Colors to Black	NA	NA	NA	NA
	Graphic	Change All Colors to Black	NA	NA	NA	NA
		Thicken Fine Lines	Available	Available	Available	Available
		Paint Only Enclosed Areas	Available	Available	Available	Available
	Photo	Image Compression	Available	Available	Available	Available
		Smoothing	Available	Available	Available	Available
		High Speed Image Processing	Available	Available	Available	Available
	All	Image Enhancement	Available	Available	Available	Available
		Draft Mode	Available	Available	Available	Available
		Resolution	Available	Available	Available	Available

Auto & Standard

The possible feature combinations when Auto for Output Color and Standard for Print Mode have been selected:

Graphics Options		Image Adjustment Mode	Recommended	ICM Adj. (System)	CMS Adj. (Application)	Complementary Color Conversion
Image Settings	Brightness		Available	NA	NA	Available
	Chroma		Available	NA	NA	Available
	Contrast		Available	NA	NA	Available
Color Balance	Black		Available	Available	Available	Available
	Cyan		Available	Available	Available	Available
	Magenta		Available	Available	Available	Available
	Yellow		Available	Available	Available	Available
Profile Settings	Color Temperature/ Gamma		Available	NA	NA	Available
	ICC Profile		Available	NA	NA	Available
Detailed Settings:	Text	Change All Colors to Black	NA	NA	NA	NA
	Graphic	Change All Colors to Black	NA	NA	NA	NA
		Thicken Fine Lines	Available	Available	Available	Available
		Paint Only Enclosed Areas	Available	Available	Available	Available
	Photo	Image Compression	Available	Available	Available	Available
		Smoothing	Available	Available	Available	Available
		High Speed Image Processing	Available	Available	Available	Available
	All	Image Enhancement	NA	NA	NA	NA
		Draft Mode	Available	Available	Available	Available
		Resolution	Available	Available	Available	Available

Auto & High Quality

The possible feature combinations when Auto for Output Color and High Quality for Print Mode have been selected:

Graphics Options		Image Adjustment Mode	Recommended	ICM Adj. (System)	CMS Adj. (Application)	Complementary Color Conversion
Image Settings	Brightness		Available	NA	NA	Available
	Chroma		Available	NA	NA	Available
	Contrast		Available	NA	NA	Available
Color Balance	Black		Available	Available	Available	Available
	Cyan		Available	Available	Available	Available
	Magenta		Available	Available	Available	Available
	Yellow		Available	Available	Available	Available
Profile Settings	Color Temperature/ Gamma		Available	NA	NA	Available
	ICC Profile		Available	NA	NA	Available
Detailed Settings:	Text	Change All Colors to Black	NA	NA	NA	NA
	GraphIC	Change All Colors to Black	NA	NA	NA	NA
		Thicken Fine Lines	Available	Available	Available	Available
		Paint Only Enclosed Areas	Available	Available	Available	Available
	Photo	Image Compression	Available	Available	Available	Available
		Smoothing	Available	Available	Available	Available
		High Speed Image Processing	Available	Available	Available	Available
	All	Image Enhancement	NA	NA	NA	NA
		Draft Mode	Available	Available	Available	Available
		Resolution	Available	Available	Available	Available

Printing with Auto

This section describes the possible feature combinations when Auto for Output Color and High Speed for Print Mode have been selected.

123...

- 1** Select **Print** from the *File* menu.
- 2** Select the printer, and then select **Properties**.
- 3** Select the *Graphics* tab.
- 4** Select **Auto** from the *Output Color* drop-down list.
NOTE: You can also select from *Output Color* on the *Paper/Output* tab.
- 5** Select the mode from the *Print Mode* drop-down list.
- 6** Select the mode from the *Image Adjustment Mode* drop-down list.
- 7** When **Recommended** has been selected, select the image type from the *Image Type* list.
When **ICM (System)** has been selected, select the way of converting colors from the *Indent* list.
- 8** Select **OK**.

Adjusting Color for Printing

This section explains how to configure detailed color settings for printing. These settings are configured on the *Graphics* tab. There are four tabs on the *Graphics* tab. The options are as follows:

Options	Contents
Image Settings	Adjusts the brightness, chroma, and contrast of the whole document or of each of the elements like text, graphic, and photos.
Color Balance	Fine-tunes the toner density of black, cyan, magenta, and yellow. Can be set in low, medium, or high density.
Profile Settings	Configures settings like color temperature/gamma correction and ICC profile that match the characteristics of devices (like monitor and scanner) in order to reproduce document image faithfully.
Detailed Settings	Adjusts the detailed image quality settings of the whole document or each of the elements like text, graphic, and photos.

Adjusting Image Settings (Brightness/Chroma/Contrast)

The brightness/chroma/contrast of the whole document or of each of the elements like text, graphic, and photos can be adjusted.

You can adjust the brightness/chroma/contrast within the range of -100 to 100 in units of 1. When adjusting for each of the elements within the page will be detected automatically and will be set to the appropriate value respectively.

Options	Contents
Brightness	Expresses the degree of lightness/darkness of color. The higher the brightness, the closer the color is to white.
Chroma	Expresses the degree of vividness of color. The higher the chroma, the more vivid is the color.
Contrast	Expresses the degree of change of lightness/darkness/ from white to black. The higher the contrast, the more sudden is the change of degree.

Display the *Image Settings* tab to adjust these settings.

NOTE: When *Output Color* of the *Graphics* tab has been set to **Black**, the *chroma* setting cannot be adjusted regardless of the *Print Mode* setting.

NOTE: When *Image Adjustment Mode* of the *Graphics* tab has been set to **ICM (System)** or **CMS (Application)**, the *brightness/chroma/contrast* setting cannot be adjusted. *ICM (System)* will only be displayed in Windows 98, Windows Me, Windows 2000, and Windows XP.

123...

- 1** Select **Print** from the *File* menu.
- 2** Select the printer, and then select **Properties**.
- 3** Select the *Graphics* tab and then **Image Settings**.
 - The *Graphics* tab will be opened with the Image Setting tab displayed.
- 4** Select either **Apply to All Elements** or **Apply to Selected Element**.
- 5** When **Apply to Selected Element** has been selected, select the element from the list box on the right.
- 6** Adjusts the settings of brightness, chroma, and contrast.
 - You can either enter the value or use the slider bar to adjust the value to be within the range of -100 to 100, in units of 1.
- 7** Select **OK**.

Adjusting Color Balance

You can adjust the toner density of Cyan, Magenta, Yellow, Black (CMYK) for printing. Each color can be adjusted to low/medium/high density and in seven levels each within the range of -3 to 3.

Display the *Color Balance* tab to adjust these settings.

NOTE: When **Output Color** of the *Graphics* tab has been selected as *Black*, only black can be adjusted here.



- 1** Select **Print** from the *File* menu.
- 2** Select the printer, and then select **Properties**.
- 3** Select the *Graphics* tab and then the **Color Balance** button.
 - The *Graphics* tab will be opened with the *Color Balance* tab displayed.
- 4** Check the **Adjust Color Balance** check box.
- 5** Select the color to be adjusted from the list box below.
- 6** Adjust the density.
 - Use the up and down arrow buttons located below the graphs of low/medium/high density to adjust the settings.
- 7** Select **OK**.

Adjusting Profile Settings

You can correct profile settings to match the characteristics of devices (like monitor and scanner) in order to reproduce graphic images consistently for printing. There are two types of profile settings:

- [Color Temperature/Gamma Correction](#)
- [ICC Profile](#)

For Color Temperature/Gamma Correction, you can specify the appropriate Color Temperature and Gamma Correction for all elements of a document.

Options	Contents
Color Temperature	Changes the color tone of all the document elements to match the setting of the monitor in use. Select the option closest to the characteristics of the monitor. Options available: 5000 K (D50), 6500 K (D65), 9300 K.
Gamma Correction	Changes the brightness of all the document elements. Options available: 1.0, 1.4, 1.8, 2.2, 2.6

For *Profile Settings*, you can specify the ICC profile for **Monitor** and **Input Image**. ICC profile is a file that describes the characteristic about the device color. The selectable ICC profile applies only to the monitor and RBG scanner.

Options	Contents
Monitor	Specifies the ICC profile that is applicable to text, drawing, table and graph. Options available: Off and Browse... Usually, select the ICC profile of the monitor in use.
Input Image	IICC profile appropriate to the image data. Options available: Off , Same as Monitor , and Browse... Usually, select the ICC profile of the RBG scanner which entered the image.

Browse... is displayed when ICC profile has been previously specified.

For both **Monitor** and **Input Image**, you can read the ICC profile from any folder. In the selection dialog box of ICC profile, only files with the ICC profile extension (.icm) will be displayed. Up to 128 file names with the full path can be specified.

The default directories when opening the selection dialog box of ICC profile are as follows:

NOTE: *x is the drive name.*

- Windows 95/98/Me
x:\windows\system\color\
- Windows NT 4.0:
x:\winnt\
- Windows 2000
x:\winnt\system\spool\drivers\color\
- Windows XP
x:\winnt\system\spool\drivers\color\

Display the *Profile Settings* tab to adjust these settings.

NOTE: When **Output Color** of the **Graphics** tab has been set to **Black**, the **chroma** setting cannot be adjusted regardless of the **Print Mode** setting.

NOTE: When **Image Adjustment Mode** of the **Graphics** tab has been set to **ICM (System)** or **CMS (Application)**, or **Complementary Color Conversion**, the setting cannot be adjusted. **ICM (System)** will only be displayed in **Windows 98**, **Windows Me**, **Windows 2000**, and **Windows XP**.

123...

- 1** Select **Print** from the *File* menu.
- 2** Select the printer, and then select **Properties**.
- 3** Select the *Graphics* tab and then the **Profile Settings** button.
 - The *Graphics* tab will be opened with the *Profile Setting* tab displayed.
- 4** Select either **Color Temperature/Gamma** or **ICC Profile**.
- 5** Specify the detailed settings of the selected item.
- 6** Select **OK**.

Adjusting Detailed Settings

You can adjust the detailed settings of image quality for the entire document or specific elements like text, graphics, and photos.

The options are as follows:

Options for the Text Group

The following settings are effective for text data only.

Options	Contents
Change All Colors to Black	<p>If the check box is checked, text in colors other than white/black will be printed in black when printing color documents in black and white. This makes colored text in fine print easier to see when the text is close in color to the background.</p> <p>NOTE: <i>This option is available when Output Color on the Graphics or Paper/Output tab has been selected as Black.</i></p>

Options for the Graphic Group

The following settings are effective for drawing data such as lines.

Options	Contents
Change All Colors to Black	If the box is checked, drawing/table/graph in colors other than white/black will be printed in black when printing color documents in black and white. This makes colored fine lines easier to see. NOTE: <i>This option is available when Output Color on the Graphics or Paper/Output tab has been selected as Black.</i>
Thicken Fine Lines	If the box is selected, fine lines will be thickened for printing.
Paint Only Enclosed Areas	If the box is checked, areas defined as O will not be filled for printing.

Options for the Photo Group

These settings are effective only for images like photos.

Options	Contents
Image Compression	<p>Compresses image data like photos within the page for printing. Options for compression include High Quality and High Compression. High Quality compresses without loss of image quality. Suitable for data with many images of the same color like those scanned images in black and white of business documents.</p> <p>High Compression is suitable for images like photos. Generally, the compression effect is high, but there might be a little loss of image quality. To compress without loss of image quality, select High Quality.</p> <p>NOTE: <i>Selecting High Quality when printing documents consisting of only photos will slow down the printing speed. When this occurs, it is recommended to select High Compression.</i></p>
Smoothing	<p>When this box is checked, the method of resolution conversion of image data will be changed and the image will be smoothed. If this is not checked, the printing speed will be faster.</p>
High Speed Image Processing	<p>When this box is checked, the images inside the document will be processed for printing with a shortened processing time.</p>

Options for the Whole Document

These settings are effective for the whole document.

Options	Contents
Image Enhancement	<p>When this is checked, edges of the whole document will be smoothed. With this selection the effect of density smoothing might be lost for some documents that contain images (bitmaps) whose density seems to be smoothed. When this happens, uncheck the check box. Checking and unchecking the check box does not change the printing speed.</p> <p>NOTE: <i>This option is available when Print Mode on the Graphics tab has been selected as High Speed.</i></p>
Draft Mode	<p>When this box is checked, less toner will be used for printing. In general. The colors will be lighter when this feature is used compared to when it is not used. Suitable for printing documents whose image quality is not very important, like draft.</p>
Resolution	<p>Specifies the resolution to be used in the application program when printing.</p> <p>Options available: Normal (600 dpi), Layout (300 dpi) and Lines (200 dpi).</p> <p>Although the resolution of this machine is 600 dpi, selecting Layout (300 dpi) or Lines (200 dpi) will inform the application program which cannot usually print at 600 dpi, to print at 300 or 200 dpi.</p> <p>Even if Layout (300 dpi) or Lines (200 dpi) has been selected for printing, it will not effect the print result much although the dots might become coarser when fonts have been downloaded.</p>

Display the *Detailed Settings* tab to configure these settings.

NOTE: Depending on the application program, the way to display the printer properties dialog box may differ. Refer to the application program documentation for details on how to display printer properties.



- 1** Select **Print** from the *File* menu.
- 2** Check **Printer**, and then select **Properties**.
- 3** Select the *Graphics* tab and then the **Detailed Settings** button.
 - The *Graphics* tab will be opened with the *Detailed Setting* tab displayed.
- 4** Select the desired options then select **OK**.

Secure Print

Secure Print allows you to add a password to your print data on the computer, send it to the printer for temporary storing; and then print out the data using the control panel on the printer. You can also save print data in the printer without a password and print frequently-used data just from the printer without having to send print instructions from a workstation. *For more information on how to set the user name and password before printing, refer to the driver properties settings, in the User Guide (Print).*

Setting Secure Print Jobs

In order to use Secure Print, you need to set the user name and password.



- 1** From the **Start** menu, select **Settings** then select **Printers** to display the printer properties.
- 2** Select the *Configuration* tab.
- 3** Select **Secure/Sample Print User ID** from the Print Features list box.
Enter the **User ID** using 24 characters or less at the Secure/Sample Print User ID text box.
NOTE: *The User ID entered here will be displayed as the user ID on the Secure Print screen on the printer. You can enter the same user more than once if it is used with different passwords.*
- 4** Enter the password at the Password text box.
- 5** Select **OK**.

Printing Secure Print Jobs

After setting and sending the Secure Print job at the workstation, execute print at the printer to output the data.

NOTE: You can also check or delete print jobs saved in the machine using the same procedure of executing print instruction at the printer

At the Workstation

This procedure uses Windows 98 Notepad as an example. The procedure is the same when using other operating systems.

123...

- 1** Select **Print** from the *File* menu.
- 2** Select the Printer icon, then select **Properties**.
- 3** Select **Printing Preferences** on the *General* tab.
- 4** Select the **Tray/Output** tab.
- 5** Select **Secure Print**. The *Secure Print* screen is displayed.
- 6** Select **Secure Print** from the *Print Type* drop-down list box.
- 7** From **Stored Document Name** in the Secure Print Settings group, select either **Enter Document Name** or **Auto Retrieve**.
- 8** Select **OK**.
- 9** Select **OK** on the *Tray/Output* tab.

At the Printer



- 1** Press the **Job Status** button on the control panel. The *Job Status* screen is displayed.
- 2** Select the **Stored Documents** button
- 3** Select the **Secure Print** button.
- 4** Select your User ID, then select **Document List**.
 - Refresh the document list by selecting **Refresh Status**.
 - If a password has been set, the password screen will be displayed.
 - Information about the saved document will be displayed on the specific user ID screen.
- 5** Select the document to be printed, then the **Print** button. The *Confirmation* screen is displayed.
- 6** Review the contents displayed, then select from one of the following selections:
 - If Print was selected in the previous step: **Print and Delete**, **Print and Save**, or **Cancel**.
 - If Delete was selected in the previous step: **Yes** or **No**.
- 7** Select **Close** repeatedly until the *Job Status* screen is displayed.

Delayed Print

Delayed Print temporarily stores your print job and allows you to start print time. You can also start printing prior to the specified time using the control panel. *For more information on how to set the user name and password before printing, refer to the driver properties settings, in the User Guide (Print).*

Setting Delayed Print Jobs



- 1** From the **Start** menu, select **Settings** then select **Printers** to display the Printing Preferences.
- 2** Select one of the following:
 - **PostScript Driver:** Select **Delayed Print** on the *Output Settings* tab.
 - **PCL Driver:** Select **Delayed Print** on the *Paper/Output* tab.
- 3** Enter the time on a 24-hour basis to start printing in the *Start Print Time* box.
- 4** Select **OK**.

Printing Delayed Print Jobs

After setting and sending the Delayed Print job at the workstation, the print job will print at the specified time. When printing delayed print jobs before the specified time set, use the control panel on the machine.



At the Workstation

- 1** From the *Start* menu, select **Settings** then select **Printers** to display the Printing Preferences.
- 2** Select one of the following:
 - **PostScript Driver:** Select **Delayed Print** on the *Output Settings* tab.
 - **PCL Driver:** Select **Delayed Print** on the *Paper/Output* tab.
- 3** From Retrieve Document Name in Delayed Print Settings, select either **Enter Document Name** or **Auto Retrieve**.
- 4** Select **OK**, then select **OK** on the *Output Settings* or *Paper/Output* tab.

At the Printer

- 1** Press the **Job Status** button on the control panel.
- 2** Select the **Delayed Print** button.
- 3** Select the document to be printed, then the **Print** button. The *Confirmation* screen is displayed.
- 4** Review the contents displayed, then select **Yes** to print the job or **No** to delete the job.
- 5** Select **Close** repeatedly until the *Job Status* screen is displayed.

Sample Print

When printing multiple copies, sample print allows you to print out the first set to check the printing result prior to printing the remaining copies from the printer control panel.

In order to use Sample Print, you need to set the user name prior to printing.

Up to 200 users and 1,000 files per user can be set. You can save up to 9,999 files or until the hard disk is full.

Setting Sample Print Jobs



- 1** From the *Start* menu, select **Settings** then select **Printers** to display the printer properties.
- 2** Select the *Configuration* tab.
- 3** Select **Secure/Sample Print User ID** from the *Print Features* list box.
- 4** Enter the **User ID** using 24 characters or less at the *Secure/Sample Print User ID* text box.
NOTE: *The user ID entered here will be displayed as the user ID on the Sample Print screen on printer.*
- 5** Select **OK**.

Printing Sample Print Jobs

After setting and sending the Sample Print job at the workstation, execute the print instruction at the printer to print out the data.

NOTE: You can also check or delete print jobs saved in the machine using the same procedure of executing print instruction at the printer.

At the Workstation

This procedure uses Notepad of Windows 98 as an example. The procedure is the same when using other operating systems.

123...

- 1** Select **Print** from the *File* menu.
- 2** Select the Printer icon, then select **Properties**.
- 3** Select **Printing Preferences** on the *General* tab.
- 4** Select the *Output Settings* tab.
- 5** Select **Secured Print** from the *Job Type* drop-down list box.
- 6** From **Stored Document Name** in Secure Print Settings, select either **Enter Document Name** or **Auto Retrieve**.
- 7** Select **OK**.
- 8** Select **OK** on the *Output Settings* tab to start the Sample Print.

D. Internet Services

Overview

Internet Services are a series of Web (HTML) Pages located within the printer that give you access to the printer from your client workstation using a web browser. You can use Internet Services to:

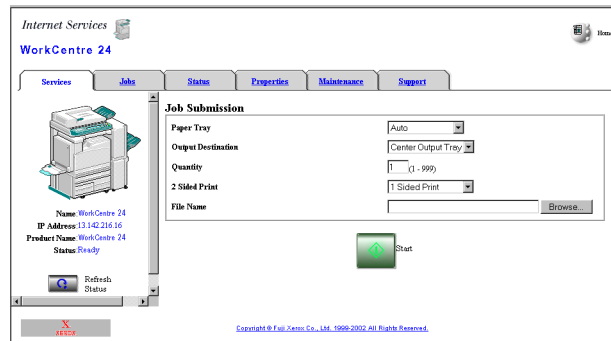
- [Print from you workstation](#)
- [Review print jobs](#)
- [Obtain machine and consumable status](#)
- [Download scanned originals](#)
- [Create and edit scan templates](#)
- [Configure the printer \(with access rights\)](#)

Introduction

Internet Services is the embedded HTTP server application that resides in the Printer. Using a browser (Netscape Navigator 4.x or Internet Explorer 5.x) you can access any WorkCentre 24 on an IP network using TCP/IP protocol. Simply enter the printer/copier's IP address as the URL in the browser.

Screen Structure

The *Internet Services* screen is made up of four frames.



Top Frame

Each feature page will display a link to the Home Page, as well as tabs for moving to each feature.

Bottom Frame

Typically, it displays links to the Home Page of our company and the copyright screen.

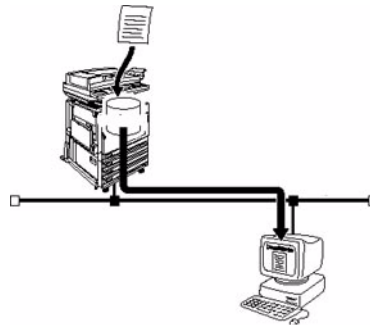
Right and Left Frames

The contents of these frames will change according to the features selected.

NOTE: You can drag the line separating the left and right frames to change the size of these frames. The position of the line separating the top and bottom frames cannot be changed.

System Structure

To use Internet Services, you need to activate an environment using TCP/IP and enable this software on the machine.



Target Operating System

The OS and browsers that can be used for Internet Services are as follows:

- [Microsoft Windows 95](#)
- [Microsoft Windows 98](#)
- [Microsoft Windows 98 Second Edition](#)
- [Microsoft Windows Millennium Edition](#)
- [Microsoft Windows NT Workstation 4.0 \(Service Pack 4 or later\)](#)
- [Microsoft Windows NT Server 4.0 \(Service Pack 4 or later\)](#)
- [Microsoft Windows 2000 Professional \(Service Pack 2 or later\)](#)
- [Microsoft Windows 2000 Server \(Service Pack 2 or later\)](#)
- [Microsoft Windows XP Professional Edition](#)
- [Microsoft Windows XP Home Edition](#)
- [Macintosh OS 10 \(Update 1.1 or later\)](#)
- [Macintosh OS 9.0](#)

Browsers

For Windows 95, Windows 98, Windows Me, Windows NT 4.0, Windows 2000, Windows XP:

- [Netscape Communicator version 4.51 or later](#)
- [Internet Explorer version 5.0 or later](#)

For Macintosh:

- [Netscape Communicator version 4.5 or later](#)
- [Internet Explorer version 5.0 or later](#)

Configuring the Browser

Prior to using Internet Services, check the following setting for your browser.

Netscape Communicator



- 1** From the *Edit* menu, select **Preferences**.
- 2** From the Category tree, select **Advanced**.
- 3** Select the + sign on the left of **Advanced**.
- 4** Select **Cache** under Advanced.
- 5** Select **Once per session** or **Every time for Document in cache is compared to document on network**.
- 6** Select **OK**.

Internet Explorer



- 1** Select **Internet Options** from the *Display* menu for version 4.x, and **Internet Options** from the *Tools* menu for version 5.x.
- 2** Select **Settings** for **Temporary Internet files** on the *General* tab.
- 3** For Check for newer versions of stored pages on the *Settings* tab, select either **Every visit to the page** or **Every time you start Internet Explorer**.
- 4** Select **OK**.

Proxy Server and Port Number

Prior to using Internet Services, check the proxy server setting and port number.

Proxy Server Setting

When using Internet Services, it is recommended to make direct connection without going through a proxy server.

NOTE: *When connection through a proxy server has been made, it may take a long time to set the IP address using the browser and the screen may not be displayed. When this occurs, set the IP address at the browser without going through a proxy server. For details on how to define these settings, refer to the browser documentation.*

Port Number Setting

The default port number of Internet Services is “80”. The port number can be changed on the Properties screen > Protocol Settings > HTTP. The port numbers that can be set at “80” or “8,000” to “9,999”

To enter the port number at the browser after it has been changed, you need to add a “:” after IP address or Internet address before adding it.

For example, specify the port number as follows after it has been defined as “8080”.

http://IP address: 8080 or **http://Internet address: 8080**

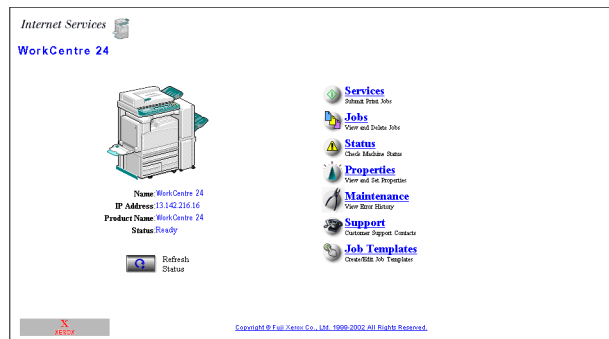
NOTE: *The port number can be checked in the “Maintenance” item on the “Printer Settings List”. For details on printing the “Printer Settings”, refer to the System Administrator’s Guide.*

Accessing Internet Services from the Workstation

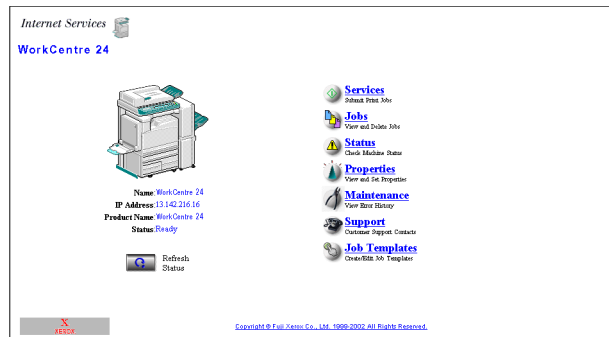
To access the Printer's Internet Services from your workstation, set your browser so that it will not try to access the Printer through a proxy server.

123...

- 1 Open your Internet Browser program on your workstation.
- 2 Enter the Printer's IP Address (as seen on the System Settings List) into the Address or Location field of the browser.
- 3 Press the **Enter** key on your keyboard. The Home Page for the machine is displayed.



Internet Services Features



There are seven features that are available within Internet Services. Each contains specific options, depending on the task you are performing. The following list shows the features and their usage:

- Services** You can process print-ready documents using the Services Page.
- Jobs** Allows you to view the active processed Job list/job history list and delete jobs.
- Status** Allows you to review the status of the Printer's Trays and Consumables and displays the host device status.
- Properties** Allows you to configure the Printer for job processing and network communications, as well as to download scanned originals from the Printer to your desktop.
- Maintenance** Displays the Printer's error history.
- Support** Provides an editable, Internet hot link to an external Customer Support Site.
- Job Template** Allows you to create, edit, copy, and delete job templates that can be applied to jobs on the machine.

For more information on Job Template, refer to the User Guide (Scan).

NOTE: *The rectangular button, containing a semi-circular arrow, is meant to be used to Refresh the current screen.*

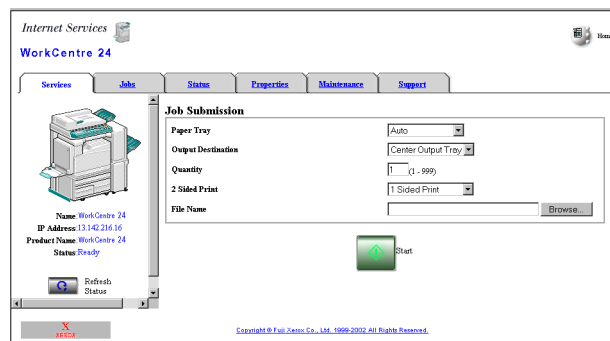
Printing Documents Using the Services Feature

Print-ready documents can be quickly and easily submitted for printing using the Services feature. A print-ready document is a file that has been formatted and saved for printing from the application that created it or was printed to file by a print driver.

NOTE: *Selecting print and/or finishing options from the Services feature will override, but not reformat existing PostScript or PCL print-ready documents.*

The following formats can be printed from the Services page:

- PostScript
- PDF



Printing Documents

To Submit a Document for Printing

123...

- 1** Access Internet Services.
- 2** Select the *Services* tab or select **Services** from the machine's Home Page.
- 3** Select your printing options from the drop-down lists according to your job requirements:
 - Paper Tray
 - Output Destination
 - No. of Sets
 - 2 Sided Print
 - File Name
- 4** Type the path and file name or select **Browse** to locate the print-ready file to process.
- 5** When finished with your selections, select the **Start** button to process your job.

NOTE: *Do not exit the Job Submission Page until the page redraws after your job has been submitted.*

Viewing/Deleting Jobs Using the Jobs Feature

You can view all active print jobs that are being processed. Details of the jobs include the job name, owner, status and type of job, and the number of sets processed.



Viewing the Active Jobs List

123...

- 1** Access Internet Services.
For more information on how to access Internet Services, refer to Accessing Internet Services From the Workstation, in the User Guide (Print).
- 2** Select the **Jobs** tab or select **Jobs** on the machine's Home Page. The *Job List* page is displayed.
- 3** Select the **Refresh Status** button to update the job lists and status information.

NOTE: Automatic update will not be carried over if a job is being processed even if **Auto Refresh Interval** is specified.

Deleting Jobs

123...

- 1** Access Internet Services.
*For more information on how to access Internet Services, refer to *Accessing Internet Services From the Workstation*, in the User Guide (Print).*
- 2** Select the *Jobs* tab or select **Jobs** on the machine's Home Page. The *Job List* page is displayed.
- 3** Select the check box to the left of the job(s) that you wish to delete.
- 4** Select the **Delete** button displayed in the top right corner of the screen's right panel. The selected job(s) will be deleted.

Scanning User Guide



WorkCentre M24 Printer/Copier

Table of Contents

Scanning Overview 1

Scanning Using Mailboxes 2

Scanning Using Templates 2

How to Scan Using Mailboxes 3

Basic Scanning Tab 5

Output Color 6

Scanning Resolution 8

2 Sided Originals 9

Scan Options Tab 11

2 Sided Originals 12

Reduce/Enlarge 13

 Using Presets 13

 Using Variable% 14

 Using Auto % 15

Scan Size 16

Bound Originals 17

Mixed Size Originals 19

Border Erase 20

Image Quality / File Format Tab 22

Original Type 23

Image Compression 24

Lighter/Darker/Contrast 25

File Format 26

Auto Exposure 27

How to Pause or Cancel a Scanning Job 28

[How to Cancel Scanning Jobs from the Workstation 28](#)

[Checking or Deleting a Scan Job on the Machine 29](#)

Checking a Scan Job 29

Deleting a Scan Job 30

[Scanning in Batches 31](#)

[Managing Scanned Documents 32](#)

Retrieving/Deleting Scanned Documents 32

Retrieving a Scanned Document 32

Deleting a Scanned Document 32

[Configuring the Client for Scanning 33](#)

[Installing the Network Scanner Utility 33](#)

Required Environment 33

Installation 34

Uninstallation 34

[Changing Network Scanner Utility Settings 35](#)

[Importing Scanned Data 35](#)

Importing to an Application 35

[Scanning Document to Send as E-mail 36](#)

Requirements 36

Scan and Mail 37

[Fax 40](#)

3. User Guide (Scan)

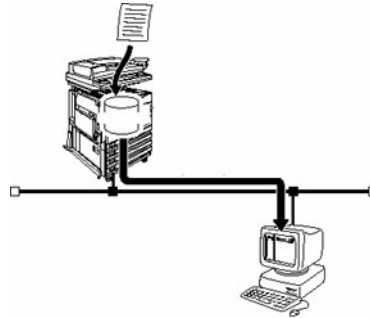
Scanning Overview

Your new Xerox WorkCentre M24 printer/copier, also referred to as the WorkCentre 24, can also be used as a scanner. You can either store your scanned job in a mailbox on the printer and retrieve it at your workstation, or you can select a template, that you have previously created using Internet services, on your desktop. The template will determine the characteristics of your scanned job and its destination.

Scanning Using Mailboxes

The scanner function is available when you are connected to the network environment using TCP/IP protocol.

You can scan your originals using the printer/copier and apply most of the features to scanned output, just as when making copies. The scans are stored in an electronic mailbox that has been created in the machine. The stored data can be retrieved on your client workstation if it has the appropriate scanning driver and if it has been connected to the network.



Scanning Using Templates

Job Templates can be created, edited, copied, and deleted using Internet Services. You can create these templates with different features and settings that will be applied to specified scan jobs on the machine. You can retrieve the job template by selecting the *Job Template* tab in Internet Services. Up to 250 job templates can be stored on the machine.

For more information on Internet Services, refer to the User Guide (Print).

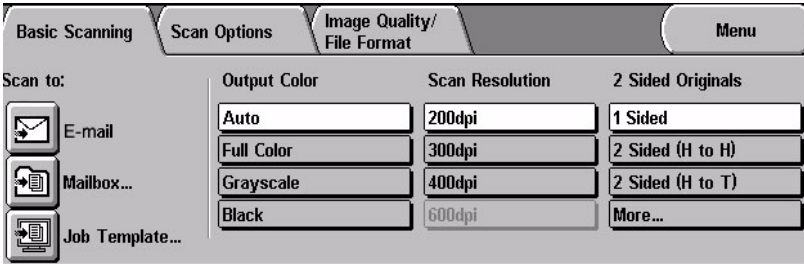
How to Scan Using Mailboxes

You can scan originals, and then store the scanned document in mailboxes. The scanned document can be saved in JPEG or TIFF format.

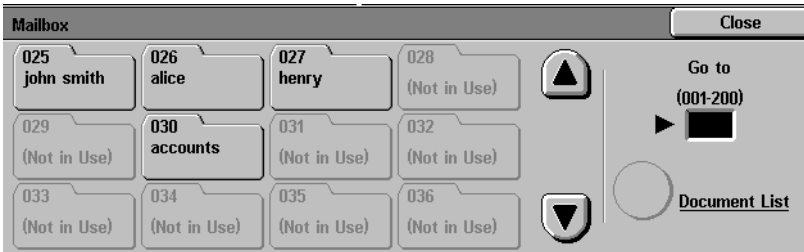
NOTE: In order to use this machine as a scanner, the IP address, Port, and mailboxes must be properly configured. Contact your System Administrator to set up a mailbox for you.

123...

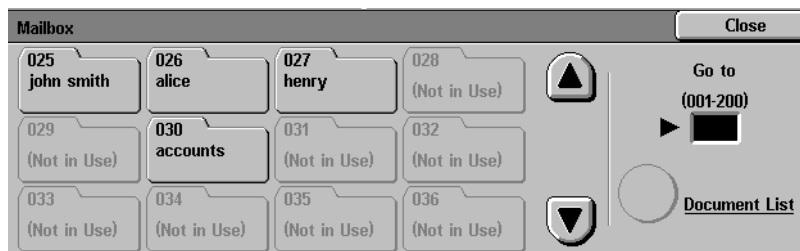
- 1 Place the document in the DADF or on the Document Glass.
- 2 Select **Scan** from the *Menu* screen. The *Basic Scanning* screen is displayed.



- 3 Select **Mailbox**. The *Mailbox* screen is displayed.



- 4** Select the mailbox where the scanned data is to be stored.
- You can go to the previous screen by touching the **up** arrow, and the next screen by touching the **down** arrow. Or using the numeric keypad, you can enter numbers in the **Go to** box to go directly to a specific Mailbox.
- Once a mailbox is selected, any documents stored in the box will be displayed in the **Number of Docs** box.



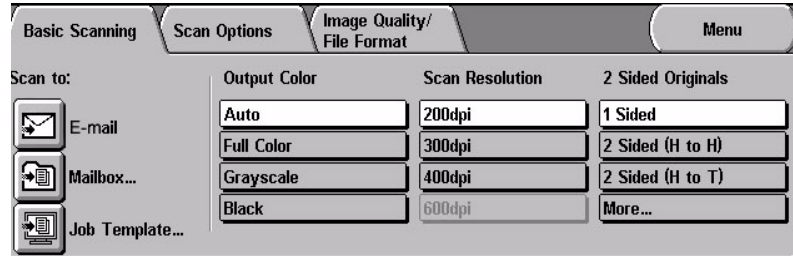
NOTE: If you select Mailbox and press **Document List**, you can check the documents stored in the Mailbox.

- 5** Press **Start** to begin scanning, or press **Close** to select additional scanning functions. The scan data will be saved in the specified mailbox.

For more information on scanning functions, refer to the following sections.

To view or retrieve scanned documents, refer to the Managing Scanned Documents section in this chapter.

Basic Scanning Tab



Below is a brief explanation of each feature available on the *Basic Scanning* tab. Each feature is explained in detail on the following pages.

- E-Mail** Allows you to scan originals and send the data to an email address.
- Mailbox** Allows you to scan originals and then store the scan data in mailboxes. The scan data can be saved in JPEG or TIFF format.
- Job Template** Allows you to apply preexisting job templates to jobs on the machine.
- Output Color** Allows you to select the output color for specific types of originals. You can choose from Auto, Full Color, Grayscale, or Black.
- Scan Resolution** Allows you to select the desired scan resolution. Select from 200 dpi, 300 dpi, 400 dpi, or 600 dpi.
- 2 Sided Originals** You can scan both sides of 2-sided originals automatically.

Output Color

Output Color allows you to define the kind of original document you wish to scan. The default is Auto.

The following options are available:

Auto The Auto Color option enables the copier to determine if the document is black and white or color.

The DADF must be closed for the Auto option to function. In order for the scanner to accurately sense color on a document, the color area must be greater than 50 mm² (approximately 2 inches²). If the color area is less, select the Full Color option. Very dark colors may be sensed as black. In this case, select the Full Color option as well.

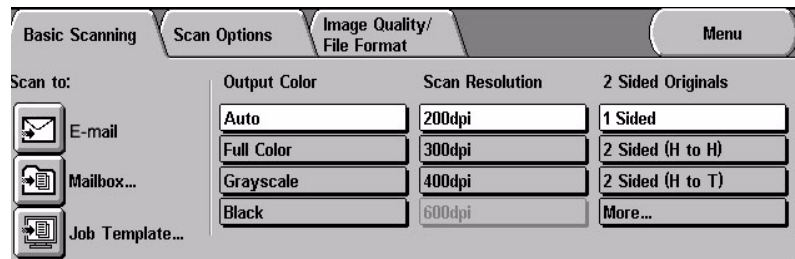
Full Color Best used when scanning color originals. The text in the document will be clearer, and the color graduation will be represented in greater detail.

Grayscale Select when scanning originals with different shades of black and white. This option can be used for originals that cannot be scanned in black and white only.

Black Select when the desired output is a black and white copy. Black and white copies can be made from any original. With Black selected only Black toner is used.

123...

- 1 Load your originals and select the mailbox where the scanned data is to be stored.
- 2 Select the **Output Color** from the *Basic Scanning* screen.



- 3 Select additional scanning features, or press **Start** to begin scanning.

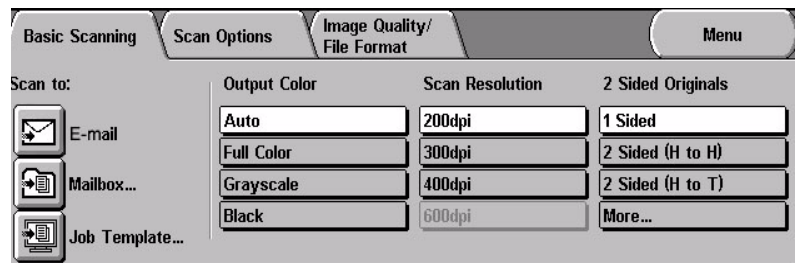
Scanning Resolution

Scan Resolution allows you to select the desired scan resolution. Select from 200 dpi, 300 dpi, 400 dpi, or 600 dpi.

The higher the scanning resolution, the larger the image file created.



- 1 Load your originals and select the mailbox where the scanned data is to be stored.
- 2 Select the desired Scan Resolution from the *Basic Scanning* screen.



- 3 Select additional scanning features, or press **Start** to begin scanning.

2 Sided Originals

2 Sided Originals allows you to select 1 Sided or 2 Sided originals and output. You can select 2-Sided options from the *Basic Scanning* tab or select the **More...** button to get a complete set of options.

The 2 Sided Originals feature can be set on the *Basic Scanning* tab and the *Scan Options* tab.

NOTE: This feature is not available with a platen only configuration.

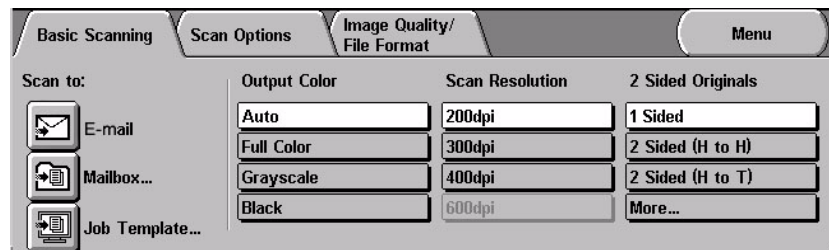
2 Sided (H to H) Select 2 Sided Head to Head if your originals are two-sided, head-to-head.

2 Sided (H to T) Select 2 Sided Head to Toe if your originals are two-sided, head-to-toe.

More... Select the **More...** button to get a complete set of options.

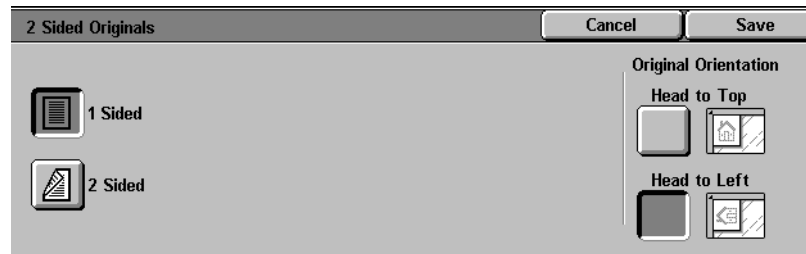


- 1** Load your originals and select the mailbox where the scanned data is to be stored.
- 2** Display the *Basic Scanning* screen.



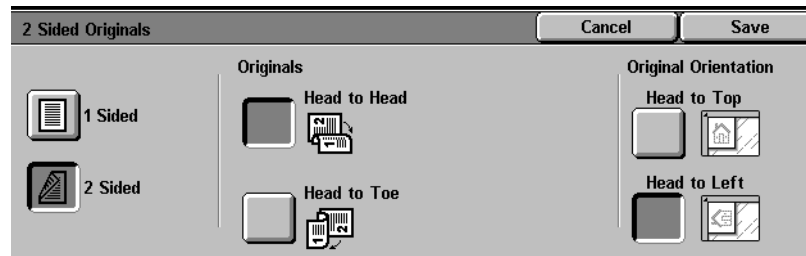
- 3** Select the desired option:
 - **2 Sided (Head to Head)**
 - **2 Sided (Head to Toe)**
 - **More...**

When **More...** is selected the *2 Sided Originals* screen is displayed.



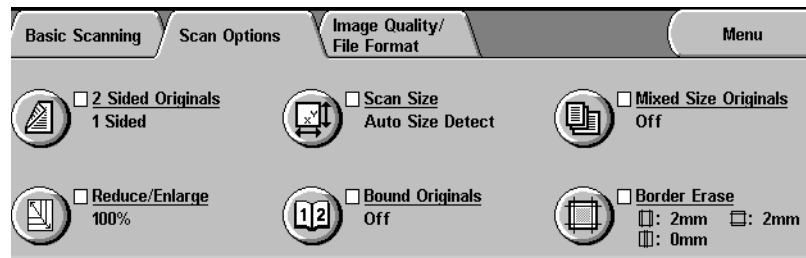
4 Select **1 Sided** or **2 Sided**.

- If 1 Sided has been selected, proceed to the next step.
- If 2 Sided has been selected, select **Head to Head** or **Head to Toe** for the Original.



- 5** In Original Orientation, select the icon that most closely resembles the orientation for the loaded document(s), **Head to Top** or **Head to Left**.
- 6** Select additional scanning features, or press **Start** to begin scanning.

Scan Options Tab



Below is a brief explanation of each feature available on the *Scan Options* tab. Each feature is explained in detail on the following pages.

- 2 Sided Originals** Use this setting to specify the original orientation when using the DADF for scanning.
When the DADF is used for scanning, the original orientation must be set in order to specify the “Head” position of the document.
- Reduce/Enlarge** The Reduce/Enlarge feature allows you to copy the image at different magnifications.
- Scan Size** Allows you to scan the original for automatic size detection, or the size may be input manually.
- Bound Originals** Allows you to scan the original for automatic size detection, or the size may be input manually.
- Mixed Size Originals** Automatically determines the correct paper size, based on the original size and the selected reduction/enlargement.
- Border Erase** Allows you to erase unwanted edge markings from the original on the scanned image.

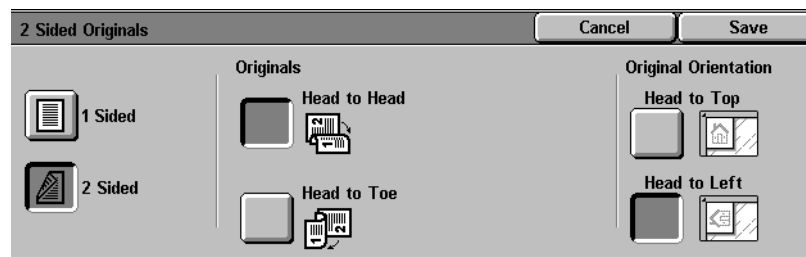
2 Sided Originals

When the DADF is used for scanning, the original orientation must be set in order to specify the “Head” position of the document.

2 Sided Originals can be set on the *Basic Scanning* tab and the *Scan Options* tab.



- 1** Load your originals and select the mailbox where the scanned data is to be stored.
- 2** Display the *Scan Options* screen.
- 3** Select **2 Sided Originals** from *Scan Options* screen. The *2 Sided Originals* screen is displayed.



- 4** Select **1 Sided** or **2 Sided** on the *2 Sided Originals* screen.
- 5** Based on how the originals are loaded, select either **Head to Top** or **Head to Left** from Original Orientation.
- 6** Select additional scanning features, or press **Start** to begin scanning.

Reduce/Enlarge

The Reduce/Enlarge feature allows you to copy the image at different magnifications.

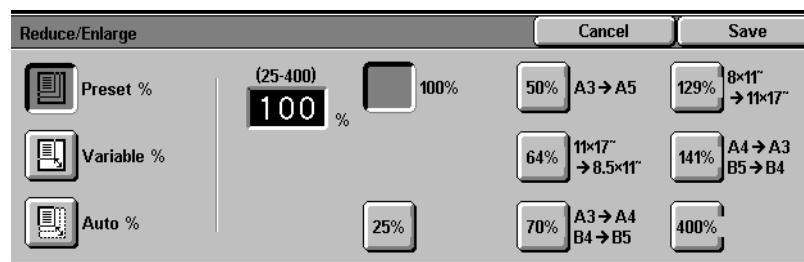
The following options are available:

- Preset %** There are 7 preset percentages to choose from. The selected percentage displays in the value box on the *Reduce/Enlarge* screen. These presets can be changed in System Settings mode.
- Variable %** Select the Variable% option to enter the desired percentage for Reduce/Enlarge. Use either the up and down arrows or the number buttons that display on the Touch Screen.
- Auto %** This option automatically reduces or enlarges the copy, based on the size and orientation of the document and the paper supply selected. This option is applied only to standard size documents.

Using Presets

123...

- 1** Load your originals and select the mailbox for saving the scanned data.
- 2** On the *Scan Options* screen, select **Reduce/Enlarge**. The *Reduce/Enlarge* screen is displayed.

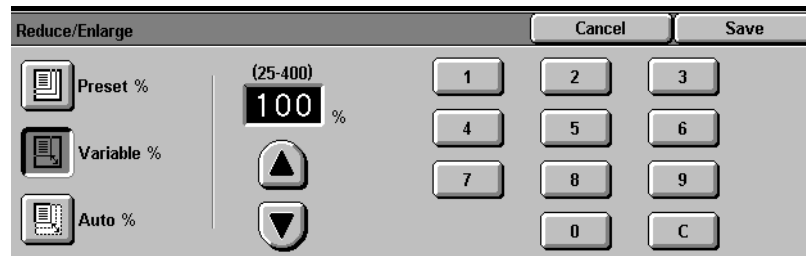


- 3** Select **Preset %**.
- 4** Select the desired percentage.
- 5** Select additional scanning features, or press **Start** to begin scanning.

Using Variable%

123...

- 1 Load your originals and select the mailbox for saving the scanned data.
- 2 On the *Scan Options* screen, select **Reduce/Enlarge**. The *Reduce/Enlarge* screen is displayed.



- 3 Select **Variable%**.
- 4 Perform one of the following:
 - Press the arrow buttons to increase or decrease the percentage value.
 - Use the Numeric Keypad on the Control Panel to enter a specific percentage. Use C to clear the value entered.
- 5 Select additional scanning features, or press **Start** to begin scanning.

Using Auto %

123...

- 1 Load your originals and select the mailbox for saving the scanned data.
- 2 On the *Scan Options* screen, select **Reduce/Enlarge**. The *Reduce/Enlarge* screen is displayed.



- 3 Select **Auto %**.
- 4 Select the desired Output Size.
- 5 Select additional scanning features, or press **Start** to begin scanning.

Scan Size

The Scan Size feature lets you to specify how the size of the original document is determined.

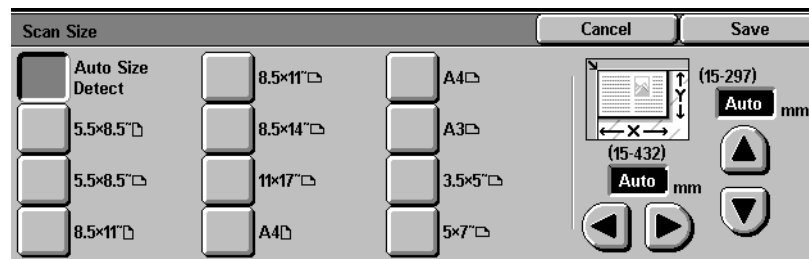
Auto Size Detect The copier automatically recognizes the size of standard originals in the DADF. This is the default setting.

Standard Sizes Select the document size from one of the 11 preset sizes. These presets can be changed in System Settings mode. You must place the original on the Document Glass.

Non-standard Sizes Allows you to manually enter the size of the document placed on the Document Glass.



- 1 Load your originals and select the mailbox for saving the scanned data.
- 2 Select **Scan Size** from the *Scan Options* screen. The *Scan Size Input* screen is displayed.



- 3 Select the desired option:
 - Select **Auto Size Detect** to have the machine identify the size of the original document.
 - Select the appropriate size from one of the preset buttons.
 - Enter the width (x) and the length (y) dimensions of the original document.
 Press the arrows to decrease or increase the X and Y dimensions. X dimensions range from 15 to 432 mm. Y dimensions range from 15 to 297 mm in 1 mm increments.
- 4 Select additional scanning features, or press **Start** to begin scanning.

Bound Originals

The Bound Originals feature enables you to scan bound originals such as books, magazines or journals, notebooks, glued forms, or stapled sets.

When this feature is selected, each page is scanned into a separate file.

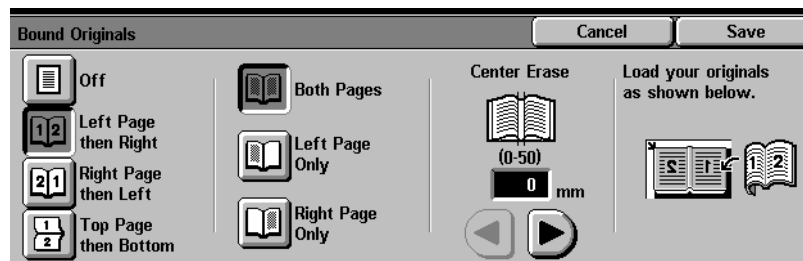
The pages of the book may be any size up to 8.5 x 11 inches (A4).

The **Center Erase** option allows you to remove the shadow caused by the center binding of bound originals when they are scanned.

CAUTION: *Do not force the DADF down onto the book. Forcing the DADF down could damage it. Instead, leave the DADF open and apply a slight pressure with your hand to the book to keep it flat against the Document Glass.*

123...

- 1 Load your originals and select the mailbox for saving the scanned data.
- 2 Select **Bound Originals** from the *Scan Options* screen. The *Bound Originals* screen is displayed.



- 3 Select the desired option:
 - **Left Page then Right**
 - **Right Page then Left**
 - **Top Page then Bottom**

- 4** Select the pages that you want scanned:
 - **Both Pages**
 - **Left Page only**
 - **Right Page only**
- 5** Enter the value for the Center Erase, if necessary.
 - Center Erase is used to delete the center shadow from the output. Use the arrows to adjust the amount of erase. Center Erase values range from 0 to 50 mm.
- 6** Place the open document face down with the upper outside corner of the right page in the upper left corner of the document glass.
- 7** Select additional scanning features, or press **Start** to begin scanning.

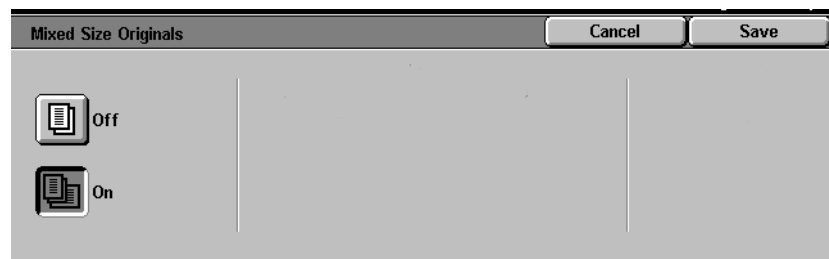
Mixed Size Originals

This feature automatically determines the correct paper size when scanning different size documents. The correct paper size will be determined based on the original size and the selected reduction/enlargement.

NOTE: This feature is not available with a platen only configuration.

123...

- 1 Load your originals and select the mailbox for saving the scanned data.
- 2 Select **Mixed Size Originals** on the *Scan Options* screen. The *Mixed Size Originals* screen is displayed.



- 3 Select **On**.
- 4 Select additional scanning features, or press **Start** to begin scanning.

Border Erase

The Border Erase feature enables you to eliminate unwanted marks near the edges of the original from the output copy. The range for Border Erase is 0 through 50 mm in 1mm increments.

Border Erase offers the following options which can be used individually or combined together:

- Top & Bottom** The default is 5mm.
- Left & Right** The default is 5mm.
- Center (Gutter)** The default is 5mm.

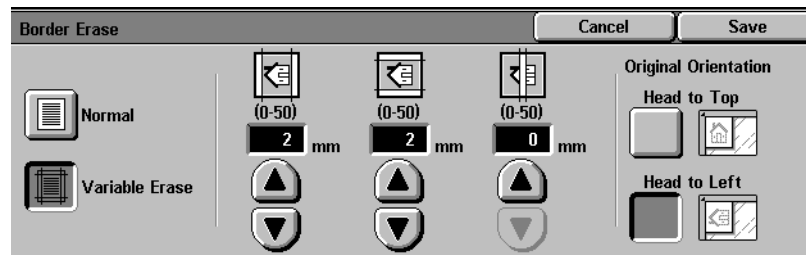
The selected settings are applied to both Side 1 and Side 2 of 2-sided copies.

When the image is reduced or enlarged, the selected percentage will be applied to the border erase.

When scanning, the machine adds a margin of 2mm to all sides. This cannot be eliminated.

123...

- 1 Load your originals and select the mailbox for saving the scanned data.
- 2 On the *Scan Options* tab select **Border Erase**. The *Border Erase* screen is displayed.



- 3 Select **Normal** or **Variable Erase**.
- 4 Press the up or down arrows to increase or decrease the Border Erase amount for Top & Bottom, Left & Right, and Center.
- 5 Select the icon that most closely resembles the Original Orientation.
- 6 Select additional scanning features, or press **Start** to begin scanning.

Image Quality / File Format Tab



Original Type

When the Original Type is specified, the machine automatically makes adjustments to optimize the copy quality.

Image Compression

Selecting this feature saves the scanned data in either high, normal, or low compression rates.

Lighter/Darker/Contrast

Allows you to adjust the lightness, darkness and contrast of the scanned original.

Auto Exposure

Prevents undesired marks or images that are printed on the back of an original from appearing on the scanned images.

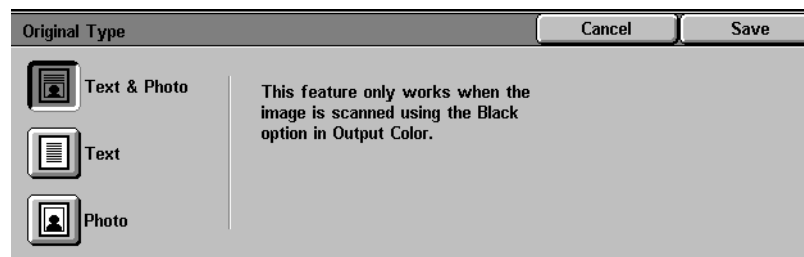
Original Type

Original Type enables you to define the kind of original document you wish to scan. The machine automatically makes adjustments to optimize the copy quality based on the original type. The following types are available:

- Text & Photo** Use for originals that contain pictures and printed text, as in magazines or professional journals.
- Text** Use for text originals composed of fine line characters or other high contrast originals with bright, dense colors. Selecting this option suppresses background color.
- Photo** Use for photographs or lithographs.



- 1** Load your originals and select the mailbox for saving the scanned data.
- 2** On the *Image Quality/File Format* tab, select **Original Type**. The *Original Type* screen is displayed.



- 3** Select the desired option:
 - **Text & Photo**
 - **Text**
 - **Photo**
- 4** Select additional scanning features, or press **Start** to begin scanning.

Image Compression

When Full Color or Grayscale has been selected for Output Color, you can select how to compress full color originals.

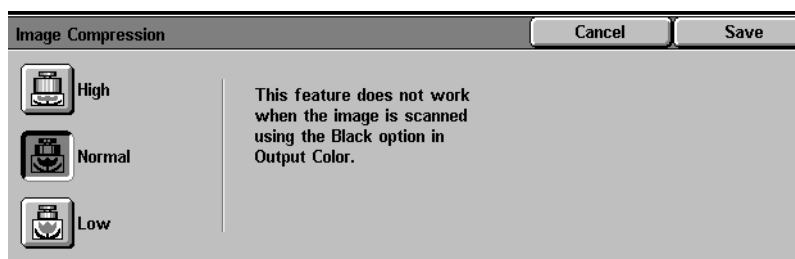
High Files will be saved at a high compression rate. The file size will be small, but may impact image quality.

Normal Files will be saved at a standard compression rate. This is the best balance between image quality and file size.

Low Files will be saved at a low compression rate. Image quality will be optimum, but file size will be large.



- 1** Load your originals and select the mailbox for saving the scanned data.
- 2** Select **Image Compression** from the *Image Quality/File Format* tab. The *Image Compression* screen is displayed.



- 3** Press the desired compression rate.
- 4** Select additional scanning features, or press **Start** to begin scanning.

Lighter/Darker/Contrast

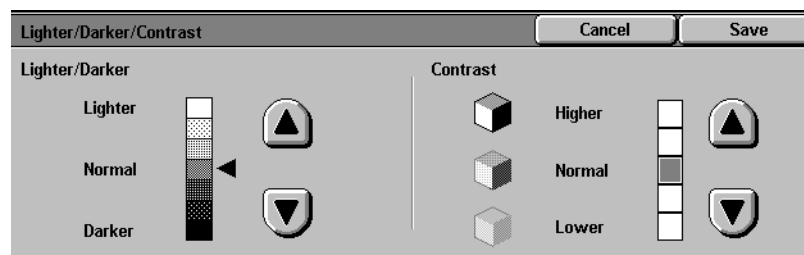
Lighter/Darker enables you to adjust the overall lightness or darkness of the output image.

NOTE: *If Full Color or Gray Scale is selected in Output Color, the contrast level can be set as well.*

Contrast allows you to adjust the clarity of the image. If you increase the Contrast, the copy appears sharp & vivid. If you decrease the Contrast, the copy is softer.



- 1 Load your originals and select the mailbox for saving the scanned data.
- 2 Select **Lighter/Darker/Contrast** from the *Image Quality/File Format* tab. The *Lighter/Darker/Contrast* screen is displayed.



- 3 Press the up or down arrow to lighten or darken the original.
- 4 Press the up and down arrow to adjust the Contrast of the original.

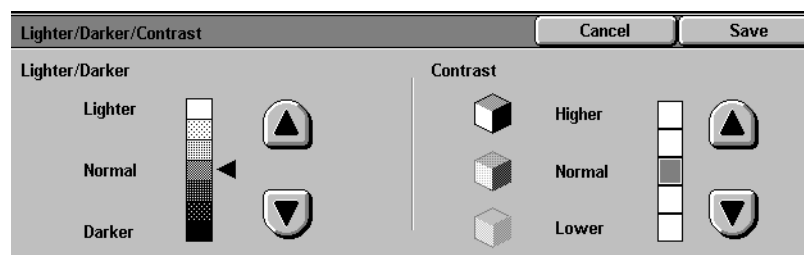
NOTE: *Contrast can only be set when Full Color or Gray Scale is selected in Output Color.*
- 5 Select additional scanning features, or press **Start** to begin scanning.

File Format

File Format enables you to select the file format for saving scanned data.



- 1 Load your originals and select the mailbox for saving the scanned data.
- 2 Select **File Format** from the *Image Quality/File Format* tab. The *File Format* screen is displayed.



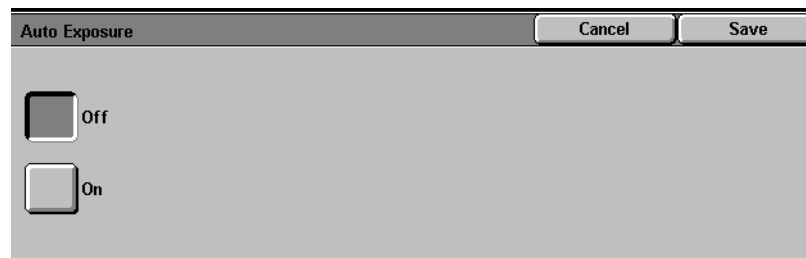
- 3 Select the compression method.
- 4 Press **Save**.
- 5 Select additional scanning features, or press **Start** to begin scanning.

Auto Exposure

Auto Exposure automatically reduces or eliminates undesired marks or images that are printed on the back of an original from appearing on the scanned image.

123...

- 1 Load your originals and select the mailbox for saving the scanned data.
- 2 Select **Auto Exposure** from the *Image Quality/File Format* tab. The *Auto Exposure* screen is displayed.



- 3 Select **On**
- 4 Select additional scanning features, or press **Start** to begin scanning.

How to Pause or Cancel a Scanning Job

You can cancel a scan job during the scanning process or delete scan jobs that are stored in the machine. In order to pause or cancel a scan job the procedure below:



- 1** Press **Stop** to pause scanning. The machine will stop.
- 2** Press **Stop** to end scanning, or press **Start** to resume scanning.

How to Cancel Scanning Jobs from the Workstation

You can use Internet Services to cancel scanning from the workstation.

For more information on how to cancel a scanned document refer to the User Guide (Print).

Checking or Deleting a Scan Job on the Machine

This section explains how to check or delete documents saved in the mailbox using the Control Panel.

Checking a Scan Job



- 1 Select the mailbox where the job is stored.



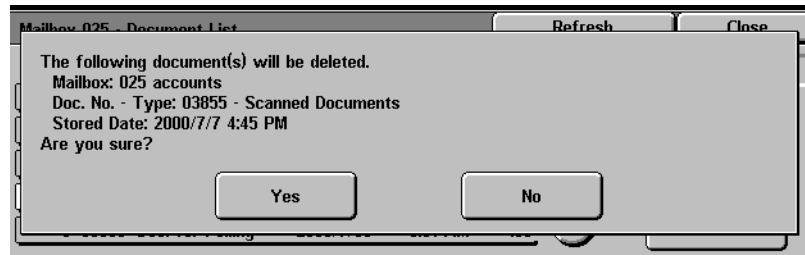
- 2 Select **Document List**. The screen for the selected mailbox is displayed.
- 3 Check the document or select the document to be deleted. Select the up or down arrow to view your document.

Deleting a Scan Job

Select the document to be deleted, and then select **Delete**.

NOTE: You can delete all documents listed by selecting the **Select All** button.

The *Confirmation* screen is displayed.



Check the contents on the screen, and then select **Yes**.

Select **Close** repeatedly to return to the *Basic Scanning* tab.

Scanning in Batches

This section describes how to scan multiple originals as one scan job if you have more originals to be scanned than can fit into the DADF.



- 1** Begin scanning your first original, then select **Next Original**.

NOTE:

- *When using the DADF, wait until the machine has completed scanning the first batch of originals before loading the next batch.*
- *If no action is carried out after the above screen has been displayed, the machine will assume that there are no more originals to be scanned and end the job.*

- 2** Load the next original and then press **Start**.
- 3** Select **Last Original** after all originals have been scanned.

Managing Scanned Documents

NOTE: *In order to manage scanned documents, the Scan Driver must be loaded on your client workstation.*

For more information about the Scan Driver, refer to the section entitled, Installing the Network Scanner Utility, in this chapter.

Retrieving/Deleting Scanned Documents

Images can be viewed, retrieved, or deleted from the Mailbox using the Printer's Internet Services.

Using a browser (Netscape Navigator 4.x or Internet Explorer 5.x) you can access any WorkCentre 24 on an IP network using TCP/IP protocol. Simply enter the printer/copier's IP address as the URL in the browser and select the *Properties* tab to access the scanned documents stored in the Mailbox.

Retrieving a Scanned Document

To retrieve a scanned document perform the following:

- To retrieve the entire document, select the **Retrieve** button.
- To retrieve specific pages of the document, put a check in the **Enable** box, type in the **Page Number**, then select the **Retrieve** button.
- **Open** or **Save** the scanned document.

Deleting a Scanned Document

Select the document you want to delete, then select **Delete**.

Configuring the Client for Scanning

You need to install the scanner driver on your client workstation to retrieve scanned documents directly from the Printer's Mailboxes into an image editing application.

Installing the Network Scanner Utility

Network Scanner Utility allows you to access stored data in the mailbox from a client. This section describes the installation and uninstallation of the Network Scanner Utility using the Driver/Network Utility CD.

Required Environment

To install Network Scanner Utility, a client must meet the following requirements:

Target Operating System

- [Microsoft Windows 95/98/ME](#)
- [Microsoft Windows NT version 4.0/2000/XP](#)

NOTE: *Windows NT Server TSE (Terminal Server Edition) and Windows 2000 Server/Advanced Server Terminal Service are not compatible with this feature.*

Client Workstation

- [i486DX4/100 MHz processor or above \(Pentium 100 MHz or above is recommended\).](#)
- [32 MB memory.](#)
- [40 MB or more of free hard disk space \(not including space for scanned data\).](#)

Network

A client must be connected to a network and be able to communicate with the TCP/IP protocol.

Target Application Software

To import the data stored in the mailbox to application software, the software must be compatible with the TWAIN interface.

Installation

Network Scanner Driver

The Network Scanner Utility includes the following software:

Scan driver to import the data stored in the mailbox of the machine to software compatible with TWAIN.

123...

- 1** Insert the Driver/Network Utility (Windows) CD into your client's CD-ROM drive.
- 2** Open Windows Explorer, select the drive letter for your CD-ROM drive and open **SCN\Disk1**.
- 3** Double click **Setup.exe** and follow the instructions displayed on the screen.

Uninstallation

This section describes the procedure to remove the Network Scanner Utility.

123...

- 1** Double click **My Computer > Control Panel**. Select **Add/Remove Programs**.
- 2** Select **Network Scanner Utility**, then select **Add/Remove**.
- 3** Select **Yes**.

Changing Network Scanner Utility Settings

For help in changing the configuration of Network Scanner driver settings, select Help in the driver (e.g., TWAIN) portion of your image editing application.

Importing Scanned Data

This section describes how to import data in the mailbox of the machine to the computer.

- [Import data saved in a mailbox to an application.](#)

Importing to an Application



- 1** Start the application program.
NOTE: *The application must support TWAIN.*
- 2** From the *File* menu, select the command for selecting scan source (TWAIN source).
- 3** Select **WorkCentre 24** from *Sources*, then select **OK**.
- 4** From the *File* menu, select the command to import the image from the scanner. For example, select **Import**, then select **TWAIN**.
- 5** Select the scanner for connection from the list, then select **Scanner**, or double click the displayed scanner name.
- 6** Enter the mailbox password, and select **Open Mailbox**.
- 7** Select the desired document, and select **Import**.

Scanning Document to Send as E-mail

You can scan a document and send it as an e-mail at the same time using this machine. This feature is known as “E-mail Scanning”. You can also set the maximum size of the e-mail.

NOTE: *Scanned documents cannot be printed.*

Requirements

To send the document as an e-mail, you need to set up the following. Check with your system administrator or network administrator to check if the settings have been configured.

Setting network environment and mail server

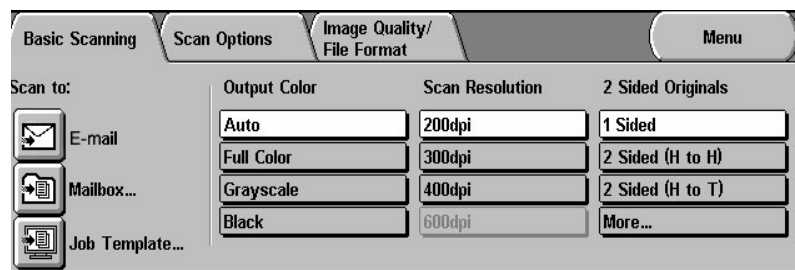
- [registering user account](#)
- [setting mail server](#)

Scan and Mail

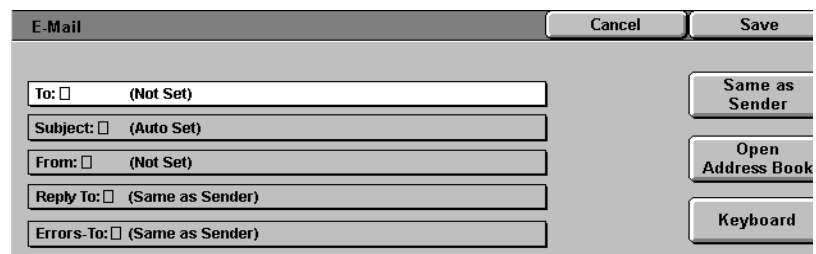
The procedure to scan a document and e-mail it is as follows:

123...

- 1 Place the document in the DADF or on the Document Glass.
- 2 Select **Scan** from the *Menu* screen. The *Basic Scanning* screen is displayed.



- 3 Select **E-mail**. The *E-mail* screen is displayed.



4 Specify the recipient of the scanned data.

The options to specify are as follows:

Item	Description	Default value
To:	Enter the e-mail address. You can also use the dial directory	Not Set
Subject:	Enter the subject of the e-mail	Auto Set
From:	Register the name of the sender. This sender's name will appear on the Send Header and Cover Note.	Machine E-mail Address
Reply To:	Enter the e-mail address of the recipient.	Same as Sender
Errors-To:	Specify whether to send an Error Mail when the data cannot be sent due to wrong address being set or an error that occurred	Same as Sender

- **When the contents is Same as Sender:**

Select **Same as Sender** to set the address to the same as the senders address.

- **When using an address list:**

Select **Open Address Book**. Select the Address Number or use the numeric keypad to enter the speed dial number at Go to will display the specified number at the beginning of the dial directory list. You also specify the index on the screen displayed by clicking ABCDE, FGHIJ, KLMNO, PQRST, UVWXYZ, 0-9 tabs. Selecting the up button will display the previous screen and the down button the next screen.

NOTE: Only the address for e-mail can be used.

- **When using the keyboard to enter:**

Select **Keyboard**. Use the keyboard to type the E-mail address of the recipient and select **Save**.

- 5** Select **Save**.
The display will return to the Basic Scanning screen
- 6** If necessary, configure the scan settings.
- 7** Press **Start**.
Scanning of the document will begin and the scanned data will be sent to the specified recipient.

Fax

The Fax option on the WorkCentre 24 supports:

- [Internet fax](#)
- [Phone fax](#)

The Fax feature is supported by a number of Quick Start Guides. The Quick Start Guides cover the following topics:

- [Sending fax from PC](#)
- [Internet faxing](#)
- [Scan to E-mail](#)
- [A simple test routine to verify SMTP server on customer's site](#)

The following additional documents are available to support Fax:

- [Quick Connect Guide](#)
- [SA Guide](#)
- [Fax Reference Guide](#)

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Machine Administrator User Guide



WorkCentre M24 Printer/Copier



Table of Contents

Overview 1

System Settings 2

Setting and Changing the Administrator Password 3

Entering and Exiting the System Settings Mode 5

Entering the System Settings Mode 5

Exiting System Settings Mode 6

Changing Settings in System Settings Mode 6

Setting the Common Settings 7

Machine Clock/Timers Setting 8

Audio Tone Settings 10

Setting Screen Defaults 12

Paper Tray Attributes 13

Setting Printing Priority Defaults 17

Image Quality Adjustment 18

 Image Quality Setting 18

 Auto Gradation Adjustment 21

Reports Settings 23

Other Machine Settings 24

Copy Mode Settings 24

Basic Copying Presets 25

Copy Defaults 26

Copy Control 39

Original Size Defaults 40

Setting Reduce/Enlarge Presets 41

Setting Custom Colors 42

Network Settings 42

Print Mode Settings 43

Allocate Memory 44

Others (Print Mode Settings) 47

Scan Mode Settings 48

Basic Scanning Presets 48

Setting Scan Defaults 49

Setting the Scan Size Defaults 53

Setting the Output Size Defaults 54

Setting Reduce/Enlarge Presets 55

Other Settings (Scanner) 56

Setting/Deleting Mailboxes 58

Auditron 59

Create/Check Accounts 60

Deleting/Resetting Data by Account 61

Enabling Auditron Mode 62

System Administrator Data 63

Delete/Reset All Account Data 64

 Printing Meter Reports 65

Internet Services 66

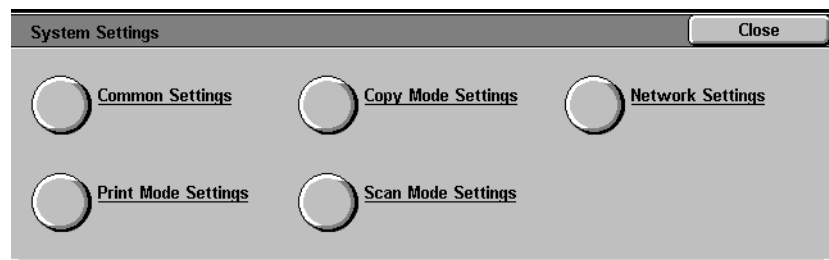
Fax 67

4. User Guide (Machine Administrator)

This chapter describes the features found in the System Settings Mode of the Xerox WorkCentre M24 which is also referred to as the WorkCentre 24.

Overview

The System Settings Mode allows you to change the machine default settings, and the image quality settings.



System Settings

System Settings allows you to change the default of the following features:

Common Settings : Change the default settings for:

- [Date/Timers](#)
- [Audio Tones](#)
- [Screen Defaults](#)
- [Paper Trays](#)
- [Printing Priority](#)
- [Image Quality/Auto Gradation Adjustment](#)
- [Reports](#)
- [Sleep Mode](#)

Copy Mode Settings: Change the default settings for:

- [Copy Defaults](#)
- [Control of Copy Operation](#)
- [Original Size](#)
- [Reduce/Enlarge](#)
- [Custom Colors](#)

Network Settings: Set the default settings for:

- [Port Settings](#)
- [Protocol Settings](#)

Print Mode Settings: Set the default settings for:

- [Memory Settings](#)
- [Other Settings \(Printer Settings\)](#)

Scan Mode Settings: Change the default settings for:

- [Scanner Settings](#)
- [Other Settings \(Scanner Settings\)](#)

Setting and Changing the Administrator Password

This section explains how to set and change the System Settings Mode password. The default password is set to "11111". You cannot enter System Settings Mode unless the password is entered. Setting a password also allows you to output total reports and a list of registered mailboxes.

123...

- 1 Press the **Access** button. The *Password Entry* screen is displayed.



- 2 Enter the password using the numeric keypad on the Control Panel, and select **Confirm**. The *System Administrator Menu* screen is displayed.

NOTE: Your password will be displayed by an asterisk (*). If you make a mistake, press **Clear (C)** and re-enter the password.

- 3 Select **System Settings**. The *System Settings* screen is displayed.

- 4 Select **System Administrator Password**. The *System Administrator Password* screen is displayed.



- 5 Select **Off** to disable entering a password.
- 6 Select **On**, and enter the new password using the numeric keypad on the Control Panel.
- 7 Select **Enter**.
- 8 Re-enter the password, exactly as you did in Step 5, and select **Enter**.

NOTE: Enter the exact same number in Step 5 and Step 7. If you make a mistake, select **Reset** and return to Step 5.
- 9 Select **Close**. You will be returned to the *System Settings* screen.
- 10 Select **Exit** to exit the System Settings Mode.

Entering and Exiting the System Settings Mode

This section explains how to enter and exit System Settings Mode.

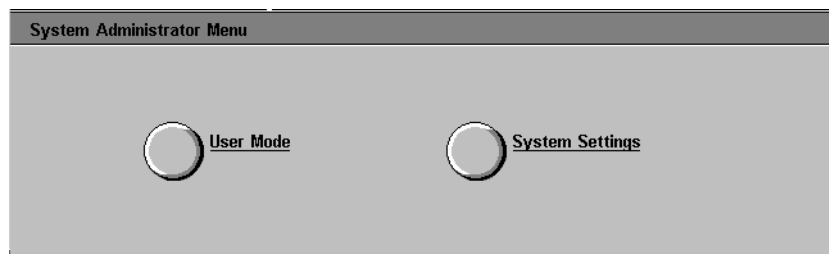
Entering the System Settings Mode

This section explains how to enter the System Settings Mode.

NOTE: The machine will not enter the System Settings Mode when an error message is displayed.

123...

- 1 Press the **Access** button. The *Enter Password* screen is displayed. The default password is 11111.
- 2 Enter the password and select **Confirm**. The machine enters System Settings Mode, and the *System Administrator Menu* screen is displayed.



NOTE: Your password will be displayed by an asterisk (*). If you make a mistake, press the **Clear** button and re-enter the password.

If you want to cancel the operation, select **Cancel**.

- 3 Select either **User Mode** or **System Settings**.
 - [User Mode](#) - make copies and scan documents in the System Settings Mode. If you select Machine Status or Job Status while in the System Settings Mode, printer and copier total reports can be printed.
 - [System Settings](#) - you can change the settings of features.

Exiting System Settings Mode

This section outlines the procedure for exiting the System Settings Mode.

123...

- 1 When you finish performing the desired operations, select **Close** until the *System Settings* screen is displayed.
- 2 Select **Exit**.

Changing Settings in System Settings Mode

This section provides an example of the basic procedures required to change settings in System Settings Mode using the System Clock Setting feature. Please follow these procedures for all the features in System Settings Mode.

123...

- 1 Press the **Access** button.
- 2 Enter the password, and select **Confirm**. The *System Administrator Menu* screen is displayed.
- 3 Select **System Settings**. The *System Settings* screen is displayed. Select **System Settings**.
- 4 Select **Common Settings**. The *Common Settings* screen is displayed.
NOTE: *If you are setting a feature in Copy Mode Settings, Network Settings, Print Mode Settings, or Scan Mode Settings, press the desired button.*
- 5 Select **Machine Clock / Timers**. The *Machine Clock / Timers* screen is displayed.

- 6 Select **Date**, then select **Change Settings**. The *Date* screen is displayed.
- 7 Select the desired Date format.
- 8 Use the up and down arrow buttons to enter the year, month, and date.
NOTE: If **Cancel** is selected, the machine will return to the previous screen without saving any changes.
- 9 Select **Save**. You are returned to the *Machine Clock / Timers* screen.
- 10 To make changes to other settings, repeat the procedure.
- 11 When you are finished making changes, select **Close** until the *System Settings* screen is displayed.
- 12 Select **Exit**. System Settings Mode closes.

Setting the Common Settings



This section describes the Common Setting items, which relate to the main features on the machine.

Machine Clock/Timers Setting

This setting allows you to set the time and date. You can also determine the duration of time until the Power Saver Mode or reset functions engage.

Machine Clock/Timers allows you to set the following items.

Date Sets the Date (Month/Day/Year) of the machine's system clock to:

- [Date Format - Y/M/D, M/D/Y, or D/M/Y](#)
- [Month - 1 to 12](#)
- [Day - 1 to 31](#)
- [Year - 2000 to 2099](#)

The date set here is printed on lists and reports. The default is 2001, January 1.

Time Sets the system clock time (H / M) by 12-hour clock display or 24-hour clock display.

- [Hours - 0~23 \(24-hour clock\) OR 1~12 \(12-hour clock\)](#)
- [Minutes - 0~59.](#)
- [Set AM or PM if it is a 12-hour clock display.](#)

The time set here will be printed on lists and reports. The default is 12-hour clock display, 0:00 AM.

Time Zone Sets the time zone that you are in. Use the up and down arrow buttons to set the time difference from Greenwich Mean Time.

Daylight Savings Sets whether or not to apply daylight savings to the system clock time.

- [Adjust Off](#)
- [Adjust On](#)

Auto Clear Sets the time to wait before returning the Control Panel to the default screen. The amount of time until reset can be set to:

- 0
- OR
- 60 ~ 240 seconds, in 60-second increments.

Enter the value using the numeric keypad on the Control Panel. The default is 60 seconds.

Auto Job Release Tells the machine to release the current job to enable the execution of the next job when a fault occurs during copying or scanning. The job can be executed only in parts of the machine that are functioning normally. Set the time to:

- 0 - do not automatically release the job.
- 240 ~ 5940 seconds (4 ~ 99 minutes) in 60-second increments.

Enter the value using the numeric keypad on the Control Panel. The default is 600 seconds.

Auto Print Allows the machine to automatically start print jobs when there has been no activity for a set amount of time. Set the time to:

- 1 ~ 240 seconds in 1-second increments.

Enter the value using the number keys on the Control Panel. The default setting is 10 seconds.

Auto Power Saver Low Power Mode and Sleep Mode are part of the energy-saving mode. As time lapses, the machine lowers power consumption: Last Operation -> Low Power Mode -> Sleep Mode.

- Set the time to Low Power Mode from 6 ~ 240 minutes and
- Set the time to Sleep Mode from 0 ~ 234 minutes

Both are set in 1 minute increments.

NOTE: *Low Power Mode cannot be disabled. The total set time of both Low Power Mode and Sleep Mode must be between 15 - 240 minutes.*

Audio Tone Settings

This determines the conditions under which Audio Tones are used.

Audio Tone Settings allows you to set the following items.

Control Panel Select Tone

Sets the tone when a button is selected on the display. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

Control Panel Alert Tone

Sets the tone when an incorrect button was selected, or an operation was attempted during an error. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

Machine Ready Tone

Sets the tone when the machine is ready for copying or printing. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

Copy Job Complete Tone

Sets the tone when copying has been completed successfully. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

-
- Non-Copy Job Complete Tone** Sets the tone when a job other than copying has been completed successfully. It can be set to:
- Off
 - Soft
 - Normal
 - Loud
- The default is Normal.
- Fault Tone** Sets the tone when a fault occurs and the job is held in a faulted state. It can be set to:
- Off
 - Soft
 - Normal
 - Loud
- The default is Normal.
- Alert Tone** Sets the tone when a job finishes abnormally. It can be set to:
- Off
 - Soft
 - Normal
 - Loud
- The default is Off.
- Low Toner Alert Tone** Sets the tone when the Drum Cartridge or Toner Cartridge has to be replaced. It can be set to:
- Off
 - Soft
 - Normal
 - Loud
- The default is Normal.

Setting Screen Defaults

This allows you to choose the default screen that is displayed when the machine is turned on.

Screen Defaults allows you to set the following items.

Screen Default at Power On

Select one of the following screens to display as the default screen when the machine is turned on:

- [Features](#)
- [Job Status](#)
- [Machine Status](#)

The default is the *Features* screen.

Features Screen Default

Select one of the following screens to display as the default screen when Features is selected:

- [Menu](#) - gives you the option to select copy or scan.
- [Copy](#) - displays the copy feature tabs.
- [Scan](#) - displays the scan feature tabs.
- [Fax](#) - displays the fax feature tabs if optional Fax is installed.

The default is the *Copy* Screen.

Paper Tray Attributes

This enables you to set the type and priority of paper loaded in trays, image quality processing settings by paper type, and other paper tray related settings.

Paper Tray Attributes allows you to set the following items.

Custom Paper Name

Allows you to set up to 5 custom paper types. The paper must be plain, bond, or recycled. Set a name up to 12 characters long for custom paper 1 to 5 using letters and symbols.

Paper Type

Sets up the type of paper loaded in Trays 1, 2, 3, 4, and 5 (Bypass).

- Plain paper, recycled paper, bond paper and Custom Paper 1 ~ 5 can be loaded in Trays 1 - 4.

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

The default is 14, or Bond Paper.

For more information on recommended paper types, refer to the Recommended Materials List.

Setting	Description	Comments
14	Bond Paper	Color-exclusive or laser print paper, usually 24 or 28 lb., such as Xerox Digital Color Expressions+ 24 and 28 lb. In general, use for 81 - 105 gsm paper.
0	Plain Paper	Office environment or multipurpose paper usually 18 or 20 lb., such as Xerox Business Multipurpose 4200 and Premium Multipurpose 4024 20 lb. In general, use for 64 - 80 gsm paper.
3	Recycled Paper	Environmentally responsible paper usually 18 or 20 lb. In general, use for 64 - 80 gsm paper.
161	Custom Paper 1	User defined paper name for paper loaded in Tray. Responds equivalent to Plain Paper as printer default. If using Bond or Recycled paper, change the Image Quality value. Refer to Image Quality in Paper Tray Attributes.
162	Custom Paper 2	User defined paper name for paper loaded in Tray. Responds equivalent to Plain Paper as printer default. If using Bond or Recycled paper, change the Image Quality value. Refer to Image Quality in Paper Tray Attributes.

Setting	Description	Comments
163	Custom Paper 3	User defined paper name for paper loaded in Tray. Responds equivalent to Plain Paper as printer default. If using Bond or Recycled paper, change the Image Quality value. Refer to Image Quality in Paper Tray Attributes.
164	Custom Paper 4	User defined paper name for paper loaded in Tray. Responds equivalent to Plain Paper as printer default. If using Bond or Recycled paper, change the Image Quality value. Refer to Image Quality in Paper Tray Attributes.
165	Custom Paper 5	User defined paper name for paper loaded in Tray. Responds equivalent to Plain Paper as printer default. If using Bond or Recycled paper, change the Image Quality value. Refer to Image Quality in Paper Tray Attributes.
16	Lightweight *	Office environment paper usually 16 lb. In general, use for 55 - 63 gsm paper.
5	Transparency *	For use with transparencies.
1	Heavyweight 1 *	Color-exclusive or office environment paper. In general, use for 106 - 169 gsm paper.
8	Heavyweight 2 *	Color-exclusive or office environment paper. In general, use for 170 - 220 gsm paper.
12	Heavyweight 1 (Side 2) *	Color-exclusive or office environment paper for use on Side 2 while duplexing. In general, use for 106 - 169 gsm paper.
13	Heavyweight 2 (Side 2) *	Color-exclusive or office environment paper for use on Side 2 while duplexing. In general, use for 170 - 220 gsm paper.
17	Labels *	Label special application media.

* indicates paper type for Tray 5 (Bypass) only.

Paper Tray Priority

Select the order that Trays 1 - 4 are selected for Auto Tray Switching. You can select the priority of each tray: First, Second, Third, and Fourth.

The same tray cannot be selected twice. The default is Tray 1 -> Tray 2 -> Tray 3 -> Tray 4.

Paper Type Priority

Set the priority of each of the paper types for Auto Tray Switching. Set the priority for:

- Bond Paper
- Plain Paper
- Recycled Paper
- Custom Paper 1 - 5

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description
255	Auto Tray Switching Off
1	Highest priority
2	2nd priority
3	3rd priority
4	4th priority
5	5th priority
6	6th priority
7	7th priority
8	8th priority

Image Quality

Different image quality settings can be selected for Bond Paper, Plain Paper, Recycled Paper, and Custom Paper 1 to 5.

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description
1	Best suited for color-exclusive bond paper
2	Best suited for paper used in office environments
4	Best suited for recycled paper
8	Select if small white spots or streaks appear when printing on Plain paper only
16	Select if small white spots or streaks appear when printing on Plain paper only
32	Select if small white spots or streaks appear when printing on Plain paper only
64	Select if small white spots or streaks appear when printing on Plain paper only
128	Your Xerox Customer Support Center will set this if you are printing on paper that does not fall under any of the above categories. Use this setting to improve gloss on 28 lb. Bond paper.

NOTE: 16 and 64 are valid numerical values when printing from the printer. When making copies using these settings, the result will be the same as 8 and 32 respectively.

NOTE: Poor-texture paper refers to paper whose surface is uneven when viewed against a strong light.

Tray 5 (Bypass) Paper Size Defaults

Paper sizes can be assigned to Tray 5 Standard Size buttons 1 to 11. 11 sizes can be assigned to this paper size list.

- **A/B Series Size** -A3, A4 SEF, A4 LEF, A5 SEF, A5 LEF, A6, B4, B5 SEF, B5 LEF, B6
- **Inch Size** - 12 x 8", 11 x 17", 11 x 15", 8.5 x 14", 8.5 x 13", 8.5 x 11" SEF, 8.5 x 11" LEF, 5.5 x 8.5" SEF, 5.5 x 8.5" LEF
- **Others** - 8K, 16K, 6K
- **Variable** - Set the X (horizontal) range between 140 and 483mm, and the Y (vertical) range between 100 and 305mm in 1mm increments

Setting Printing Priority Defaults

Select which job will be prioritized when the machine receives a copy job and printer job at the same time. If both are set at the same priority, jobs are processed in the order they are received. Depending on the condition of the machine, they may not be processed according to this setting.

Copy Job

Sets the priority that will be given to copy jobs.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 38, 3rd Priority.

Print Job

Sets the priority that will be given to print jobs.

Received Fax (Optional with Fax)

Sets the priority that will be given to received faxes.

Received: Fax Documents (Optional with Fax)

Sets the priority that will be given to faxed documents.

For **Print Job**, **Received Fax** and **Received: Fax Documents** enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 48, No Priority.

Setting	Description
18	1st priority
28	2nd priority
38	3rd priority
48	No priority

Promoted Job Set whether or not to automatically overtake a job if there is another job that can be started when something on the machine prevents execution of a job.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Promote Disabled.

Setting	Description
0	Disables promotion of jobs
1	Enables promotion of jobs

Image Quality Adjustment

You can set the default for Image Quality/Automatic Gradation Adjustment.

Image Quality Setting

The following items can be set in Image Quality Setting.

Photo & Text Recognition The level at which the machine judges text or photos during document scanning can be changed when making copies by selecting **Text&Photo** on the *Original Type* screen.

- **More Text** - fine text can be easily identified as text.
- **More Photo** - halftone images, such as newspapers or circulars, can be easily identified as photos.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
1	More Text
2	Text
3	Normal
4	Photo
5	More Photo

Output Color Recognition

The level at which the machine judges B/W and color during document scanning can be changed when making copies by selecting **Auto** under Output Color.

- **More B/W** - a black & white original is easily identified.
- **More Color** - a color original is easily identified.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
1	More B/W
2	B/W
3	Normal
4	Color
5	More Color

Photo Reproduction Level

You can adjust the color reproduction of images judged by the machine as photos when making copies by selecting **Text&Photo** on the *Original Type* screen.

- **Heavy Text** - the black areas of the image are intensified, creating a sharper looking copy.
Select **Heavy Text** to emphasize black text in documents containing both text and photos.
- **Heavy Photo** - the tones in photo areas in the images are reproduced smoother.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
1	Heavy Text
3	Normal
5	Heavy Photo

Photo Image Quality

You can adjust the image quality when printing photos.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Sharper, clearer photos.

Setting	Description
0	Normal
1	Sharper, clearer photos

Color Copy - Auto Exposure

You can set how the machine detects the density of background color and processes to remove the background color.

- **Speed Priority** - part of the original will be scanned to determine the background color level.
- **Image Quality Priority** - the machine pre-scans the document, and samples the entire document to detect the background color level.

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

B/W Copy - Auto Exposure

Configure how background color is removed when making B/W copies.

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description
0	Speed Priority
1	Image Quality Priority

Image Enhancement

Print data is smoothed to reproduce smoother images. This feature is enabled on print jobs only.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Image Enhance On.

Setting	Description
0	Image Enhance Off
1	Image Enhance On

Auto Gradation Adjustment

Auto Gradation Adjustment is a color calibration for the copier and printer. An Auto Gradation Adjustment compensates for differences between the actual and the expected toner densities for each color. An Auto Gradation Adjustment should be performed whenever there is a noticeable change in the appearance (quality) of the output, particularly changes in color tones or densities. Performing an Auto Gradation Adjustment on a regular basis will help to maintain consistent color quality over time.

NOTE: *Since an Auto Gradation Adjustment can affect all jobs for all users, it is recommended that this procedure be performed only by the Machine Administrator.*

- Copy Job - Text** Compensates tones when a text original is copied.
- Copy Job - Photo** Compensates tones when a photo original is copied.
- Print Job - Text** Compensates tones when printing text documents.
- Print Job - Photo** Compensates tones when printing photo documents.

NOTE: *Printing the chart for Auto Gradation does not increase the meter count.*

NOTE: *When gradation adjustment is executed, the following changes will be made to default copy settings set in System Settings mode: Copy density = Normal or Auto, Color Shift = Normal, Saturation = Normal, Color Balance = 0, Sharpness = 0.*



- 1** On the *Image Quality Adjustment* screen, select **Auto Gradation Adjustment**.
- 2** Load 8.5x11 inch or A4 paper into Tray 5 (Bypass). Move the paper guide to gently touch the edge of the paper.
- 3** Select the desired gradation adjustment screen:
 - **Copy Job - Text**
 - **Copy Job - Photo**
 - **Print Job - Text**
 - **Print Job - Photo**Press **Start**. The Adjustment Chart is output.
- 4** Place the Adjustment Chart face down on the Document Glass with both Magenta color patches against the left side of the glass.
- 5** Place 5 sheets of white paper on top of the Adjustment Chart and close the DADF. Select **Start**.
- 6** To continue Auto Gradation Adjustment with other screens, repeat steps 2 to 5. When you are finished, select **Close** until the *System Settings* screen is displayed.
- 7** Select **Exit** to exit the System Settings mode.

Reports Settings

This determines whether the job history report will be printed automatically, and whether the reports/lists will be printed on one side or two sides.

The following items can be set in Reports Settings.

Job History Report

Sets up whether the information regarding already processed jobs will be automatically printed.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Automatic Printing Off.

Setting	Description
0	Automatic printing of Job History Reports Off
1	Automatic printing of Job History Reports On

When the job storage area fills up with 50 jobs that have not been printed, the past 50 jobs are automatically printed in chronological order. Print jobs that are currently printing or queued are not recorded on the Job History Report.

2 Sided Report

This determines whether the reports/lists will be printed on one side or two sides.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, 2 Sided Printing Off.

Setting	Description
0	2 Sided Report Off
1	2 Sided Report On

Other Machine Settings

The following items can be set in Other Settings.

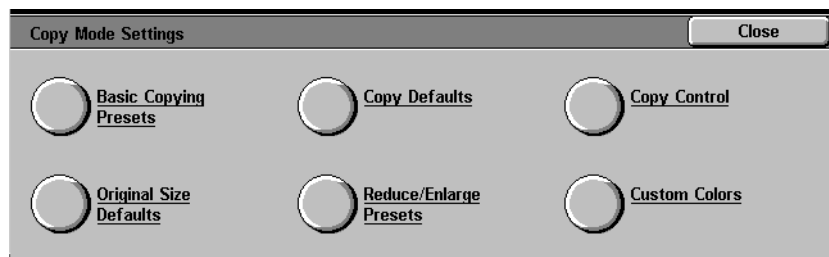
Sleep Mode

This sets up whether to allow machine to switch to the Sleep Mode.

When Sleep Mode is disabled, timers in Auto Power Saver on the *Machine Clock/Timers Settings* screen cannot be set. The default is Enabled.

NOTE: *Low Power Mode cannot be disabled.*

Copy Mode Settings



This section describes how to change the default for different copier settings.

For more information on copying features, refer to the User Guide (Copier).

Basic Copying Presets

Paper Tray - 2nd to 4th Buttons

You can increase efficiency for each copy job by setting frequently used trays and Reduce/Enlarge settings.

You can select which Paper Trays to display on the *Basic Copying* screen. You can set Trays 1, 2, 3, 4, 5 (Bypass) to appear in 3 of the 5 buttons displayed under Paper Supply on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is Tray 1 for the 2nd button from the top, Tray 2 for the 3rd button from the top, Tray 3 for the 4th button from the top.

Setting	Description
1	Tray 1
2	Tray 2
3	Tray 3
4	Tray 4
5	Tray 5 (Bypass)

Reduce/Enlarge - 3rd to 4th Buttons

The 3rd and 4th buttons under Reduce/Enlarge can be changed on the *Basic Copying* screen. Select the ratio from the preset ratio buttons.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 64% for the 3rd button from the top, 129% for the 4th button from the top.

Setting	Description
1	Ratio set to R/E Preset 1
2	Ratio set to R/E Preset 2
3	Ratio set to R/E Preset 3
4	Ratio set to R/E Preset 4
5	Ratio set to R/E Preset 5
6	Ratio set to R/E Preset 6
7	Ratio set to R/E Preset 7

Copy Defaults

Set up the defaults for different copy features. The machine returns to the defaults when the power is turned on, the machine is returned from the Power Saver mode, the Auto Clear timer times out, or the Clear All button is pressed.

The following items can be set in Copy Defaults.

Output Color

Set the default for Output Color on the *Basic Copying* screen.

Select one of the following options:

- **No Default**
- **Auto**
- **Full Color**
- **Black**
- **Dual Color**
- **Single Color**

The default is Auto.

NOTE: If No Default is selected, an Output Color must be selected for copy jobs, or the machine will not start copying.

NOTE: If Black is selected on the Basic Copying screen, the copy output will have the same image quality as Halftone, selected in Text&Photo.

NOTE: When Dual Colors or Single Color is selected on the Basic Copying screen, the Original Type cannot be set.

Single Color

Set the default for Single Color on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Red.

Dual Color - Color Image

Sets the default for Color Image in Dual Color on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Red.

Dual Color - B/W Image

Set the default for a B/W Image in Dual Color on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Black.

Setting	Description
0	Black (can be only be set when Dual Color is selected)
1	Red
2	Green
3	Blue
4	Yellow (Y)
5	Magenta (M)
6	Cyan (C)
7	Specified Color set to Custom Color 1
8	Specified Color set to Custom Color 2
9	Specified Color set to Custom Color 3
10	Specified Color set to Custom Color 4
11	Specified Color set to Custom Color 5
12	Specified Color set to Custom Color 6

Reduce/Enlarge Sets the default for Reduce/Enlarge on the *Basic Copying* screen. Select one of nine buttons. Seven buttons are registered as preset ratio buttons, 100%, and Auto %.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, 100%.

Setting	Description
0	100%
1	Ratio set to R/E Preset 1
2	Ratio set to R/E Preset 2
3	Ratio set to R/E Preset 3
4	Ratio set to R/E Preset 4
5	Ratio set to R/E Preset 5
6	Ratio set to R/E Preset 6
7	Ratio set to R/E Preset 7
8	Auto%

NOTE: If the default for Paper Supply is set to Auto, Auto% cannot be selected for Reduce/Enlarge.

Paper Supply This sets the default for Paper Supply on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Auto.

If the default for Reduce/Enlarge is set to Auto%, Auto cannot be selected.

Setting	Description
0	Auto
1	Tray 1
2	Tray 2
3	Tray 3
4	Tray 4
5	Tray 5 (Bypass)

2 Sided This sets up the default for 2 Sided on the *Basic Copying* and *Added Features* screens.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, 1 to 1.

Setting	Description
0	1 to 1 Sided
1	1 to 2 Sided
2	2 to 1 Sided
3	2 to 2 Sided

Output This sets up the default for Output on the *Added Features* screen. Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Auto.

Setting	Description
0	Auto
1	Collated
2	Uncollated

Output Destination This sets up the Output Tray for copy and print jobs.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Center Output Tray.

Setting	Description
0	Center Output Tray
2	Finisher Tray

NOTE: *The Optional Finisher must be installed to use the Finisher Tray.*

Margin Shift - Side 1

This sets up the default for Side 1 in Margin Shift on the *Added Features* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, No Shift.

Setting	Description
0	No Shift
1	Auto Center
2	Corner Shift (Top Right)
3	Corner Shift (Bottom Right)
4	Corner Shift (Top Left)
5	Corner Shift (Bottom Left)
6	Corner Shift (Top Center)
7	Corner Shift (Bottom Center)
8	Corner Shift (Left Center)
9	Corner Shift (Right Center)

Margin Shift - Side 2

This sets up the default for Side 2 in Margin Shift on the *Added Features* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 10, Symmetrical with Side 1.

Setting	Description
0	No Shift
1	Auto Center
2	Corner Shift (Top Right)
3	Corner Shift (Bottom Right)
4	Corner Shift (Top Left)
5	Corner Shift (Bottom Left)
6	Corner Shift (Top Center)
7	Corner Shift (Bottom Center)
8	Corner Shift (Left Center)
9	Corner Shift (Right Center)
10	Symmetrical with Side 1

Border Erase - Top & Bottom

This sets up the default for the top and bottom Border Erase.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 5mm.

Setting	Description
0	None
1 ~ 50	Set the border erase amount in increments of 1mm

Border Erase - Left & Right

This sets up the default for the left and right Border Erase.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 5mm.

Setting	Description
0	None
1 ~ 50	Set the border erase amount in increments of 1mm

Center Erase

This sets up the default for Center Erase. It is distributed along the center of the original image.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0 mm.

Setting	Description
0	None
1 ~ 50	Set the center erase amount in increments of 1mm

Original Type (Auto/Full Color)

This sets up the default for Original Type on the *Image Quality* screen, when Auto or Full Color is selected as the color mode on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Text & Photo (Halftone).

Original Type (Black)

This sets up the default for Original Type on the *Image Quality* screen, when Black is selected as the Output Color on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Text & Photo (Halftone).

Setting	Description
0	Text
1	Text & Photo (Halftone)
2	Text & Photo (Photograph)
3	Text & Photo (Color Copies)
4	Photo (Halftone)
5	Photo (Photograph)
6	Photo (Color Copies)
7	Color Originals (Map)
8	Color Originals (Highlighted Originals)
9	Color Originals (Inkjet Originals)

NOTE: When *Dual Color* or *Single Color* is selected as the Output Color on the *Basic Copying* screen, the *Original Type* setting is ignored.

Auto Exposure

This sets up the default for Auto Exposure, when Text&Photo, Text, or Color Originals is selected in Original Type on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Auto Exposure On.

Setting	Description
0	Auto Exposure Off
1	Auto Exposure On

Lighter/Darker

This sets up the default for Lighter/Darker in Light/Dark/Contrast on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
0	Light (+3)
1	Light (+2)
2	Light (+1)
3	Normal
4	Darker (-1)
5	Darker (-2)
6	Darker (-3)

Contrast This sets up the default for Contrast in Light/Dark/Contrast on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Higher
1	High
2	Normal
3	Low
4	Lower

Sharpness This sets up the default for Sharpness in Sharpness/Saturation on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Sharper
1	Sharp
2	Normal
3	Soft
4	Softer

Color Saturation

This sets up the default for Color Saturation in Sharpness/Saturation on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Higher
1	High
2	Normal
3	Low
4	Lower

Color Shift

This sets up the default for Color Shift on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Coolest
1	Cool
2	Normal
3	Warm
4	Warmest

Color Balance - Yellow, Magenta, Cyan, Black

This sets up the default for each density level, Low Density, Medium Density, and High Density, for Yellow, Magenta, Cyan and Black in Color Balance on the *Image Quality* screen.

The defaults are all 0.

NOTE: *The values set here will also be applied to Black and Single Color modes.*

Original Orientation

This sets up the default for Original Orientation on the *Scan Options* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Head to Top.

Setting	Description
0	Head to Top
1	Head to Left

Image Rotation

This sets up the default for Image Rotation on the *Scan Options* screen. On during Auto refers to Auto Paper selection for Paper supply or Auto % for Reduce/Enlarge.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, On during Auto.

Setting	Description
0	Always On
1	On during Auto
2	Off

Rotation Direction

Set the default for Rotation Direction when Always On or On during Auto is selected in Image Rotation on the *Scan Options* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Portrait Original - Left Edge.

Setting	Description
0	Auto (can be selected only when the machine is equipped with Finisher)
1	Portrait Original - Left Edge
2	Portrait Original - Right Edge

NOTE: *When the machine is equipped with a Finisher, the default will be 0, Auto.*

Copy Control

This is the setting for Copy Control.

The following items can be set in Copy Control.

Auto Paper Off

Set which tray will be selected when Auto % or Independent X-Y Auto is selected in Reduce/Enlarge when Auto is selected in Paper Supply, on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Select Tray 1.

Setting	Description
1	Select Tray 1
2	Select Tray 2
3	Select Tray 3
4	Select Tray 4

Memory Full Procedure

Set the processing method when the hard disk runs out of memory during a job.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Disable.

Setting	Description
0	Disable (Discard stored documents)
1	Enables stored data

Maximum Stored Pages

This determines the maximum number of stored pages when copying documents. It can be set from 1 to 999 pages.

Enter the number of the pages using the numeric keypad on the Control Panel. The default is 999.

Original Size Defaults

This sets up the original sizes that will be displayed when the Original Size is displayed from the *Scan Options* tab.

An original size can be assigned to Original Size Buttons 1 ~ 11. Setting frequently used non-standard size in advance prevents you from having to input the size each time. When you set up non-standard sizes, the range for X direction is 15 ~ 432 mm and for Y direction is 15 ~ 297 mm.

Original Size Button 1 ~ 11

The sizes that can be selected for Original Size Buttons are as follows. Select a button and set the size.

The defaults are as follows. The order is from Original Size Button 1 (Left Upper): A3, A4 SEF, A4 LEF, A5 SEF, A5 LEF, B4, B5 SEF, B5 LEF, 11x17 in., 8.5x11 in. SEF, 8.5x11 in. LEF.

Setting	Description
A/B Series Size	A3, A4 SEF, A4 LEF, A5 SEF, A5 LEF, A6 SEF, A6 LEF, B4, B5 SEF, B5 LEF, B6 SEF, B6 LEF
Inch Size	11x17 in., 11x15 in., 8.5x14 in., 8.5x13 in., 8.5x11 in. SEF, 8.5x11 in. LEF, 5.5x8.5 in. SEF, 5.5x8.5 in. LEF
Others	5x7 in., 3.5x5 in., 8K, 16K SEF, 16K LEF
Variable	Setting ranges are: 15 ~ 432 mm for X direction, 15 ~ 297 mm for Y direction in increments of 1 mm

Setting Reduce/Enlarge Presets

This sets up the magnifications that will be displayed in Preset%, in Reduce/Enlarge on the *Basic Copying* screen. 18 different magnifications can be assigned to R/E Preset 1 ~ 7.

R/E Preset 1 ~ 7 Assign magnifications to R/E Preset 1 ~ 7.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default for R/E Preset 1 is 25.0%.

Setting	Description
1	25.0%
2	35.3%
3	50.0%
4	57.7%
5	61.2%
6	64.7%
7	70.0%
8	81.6%
9	86.6%
10	115.4%
11	122.5%
12	129.4%
13	141.4%
14	163.2%
15	173.2%
16	200.0%
17	282.8%
18	400.0%

Setting Custom Colors

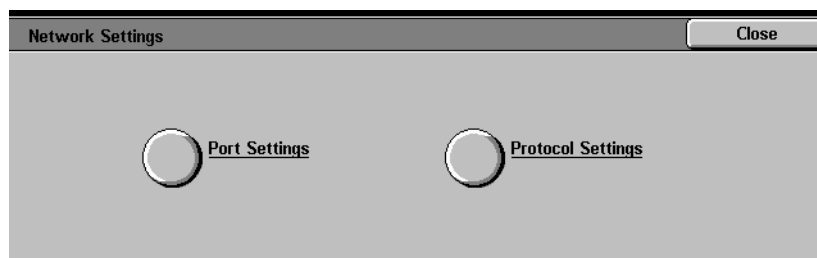
This sets up the user registered colors used in Single Color and Dual Colors on the *Output Color* screen.

Custom Colors 1 ~ 6

Assign user registered colors, Yellow (0~100%), Magenta (0~100%), Cyan (0~100%), to Custom Color Buttons 1 ~ 6. The default is 0.

NOTE: *Adjust the registered color so that the sum of Yellow, Magenta and Cyan is 240% or less.*

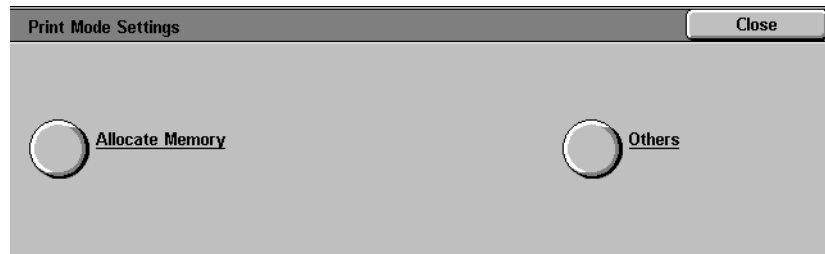
Network Settings



Network Settings consists of Port Setting, which determines the type of interface of the main unit that is connected to clients, and Protocol Setting, which determines the necessary condition for the communication.

For more information on setting the Network Settings, refer to the System Administrator's Guide.

Print Mode Settings



Memory volume for each interface, and printer-related settings can be set. Print Mode Settings consists of the following components.

Allocate Memory

Set the size of the reception buffer, where data sent from the client is temporarily stored, for each interface.

Others

Set printing area, substitute tray, banner sheet, and banner sheet tray.

For more information on printer features, refer to the User Guide (Print).

Allocate Memory

Allocate Memory determines memory volume for the reception buffer, where the data transmitted from clients is stored, for each interface.

For LPD, SMB and IPP you can set whether or not to spool to memory, and where to spool. The assigned memory size when spooling to memory can also be configured (LPD and SMB only).

The size of the reception buffer can be changed according to machine's conditions and your requirements. If the reception buffer is increased, clients using each interface may be released quicker. The maximum value you can set changes according to the amount of available memory.

NOTE: *When the memory size is changed, the memory will be reset, and the data stored in each memory area will be erased.*

NOTE: *If the set values exceed the size of the installed memory, the system automatically adjusts the memory allocation when the power is turned on.*

NOTE: *When a port is set to Disabled, corresponding items will not be displayed.*

The following items can be configured in Memory Settings.

PCLe Memory

Set the memory size for PCLe.

The memory size can be set between 2.50 ~ 32.00 MB, in increments of 0.25 MB.

PostScript Memory

Set the amount of memory used by PostScript. This item will be displayed only when a PostScript software kit is installed.

The memory size can be set between 8.00 ~ 32.00 MB, in increments of 0.25 MB. The maximum value depends on the amount of available memory. The default is 16.00 MB.

HP-GL/2 Auto Layout Memory

Set the memory size for HP-GL/2.

This item only appears when the machine is equipped with PS-ROM. The size can be set between 64 KB ~ 5120 KB, in increments of 32 KB. The maximum value depends on the amount of available memory. The default is 64 KB.

Receiving Buffer-Parallel

Set the receive buffer on the parallel interface.

The memory size can be set between 64 ~ 1024 KB, in increments of 32 KB. The default is 64 KB.

**Receiving Buffer-LPD
Spool**

Choose from the following options:

- **Off** - Spooling is not performed.

While the machine is processing or printing LPD data from a client, it cannot receive other data from other clients through the same interface. The LPD reception buffer can be set between 64 ~ 1024 KB, in increments of 32 KB. The default is 256 KB.

- **Memory** - Spooling is performed.

Memory is used as the reception buffer for the spooling process. The size of the reception buffer for the spooling process can be set between 512 KB ~ 32.00 MB, in increments of 0.25 MB. The default is 1.00 MB.

NOTE: *Printing data bigger than the memory size set here cannot be received. If this happens, select Hard Disk Spooling or Spooling Off.*

- **Hard Disk** - Spooling is performed.

Hard drive is used as the reception buffer for the spooling process.

The default is Off.

Receiving Buffer-NetWare

Set the reception buffer for NetWare.

The memory size can be set between 64 ~ 1024 KB, in increments of 32 KB. The default is 256 KB.

Receiving Buffer-SMB Spool

Choose from the following options:

- **Off** - Spooling is not performed.

While the machine is processing or printing SMB data from a client, it cannot receive other data from other clients through the same interface. The SMB reception buffer can be set for 64 ~ 1024 KB, in increments of 32 KB. The default is 256 KB.

- **Memory** - Spooling is performed.

Memory is used as the reception buffer for the spooling process. The size of the reception buffer can be set between 512 KB ~ 32.00 MB, in increments of 0.25 MB. The default is 1.00 MB.

NOTE: *Printing data bigger than the set memory size cannot be received. If this happens, select Hard Disk Spooling or Spooling Off.*

- **Hard Disk** - Spooling is performed.

Hard drive is used as the reception buffer for the spooling process.

The default is Off.

Receiving Buffer-IPP Spool

Choose from the following options:

- **Off** - Spooling is not performed.

While the machine is processing or printing IPP data from a client, it cannot receive other data from other clients through the same interface. The IPP reception buffer can be set between 64 ~ 1024 KB, in increments of 32 KB. The default is 256 KB.

- **Hard Disk** - Spooling is performed.

Hard drive is used as the reception buffer for the spooling process.

The default is Off.

Receiving Buffer-EtherTalk

Set the reception buffer for EtherTalk.

The size can be set between 64 ~ 1024 KB, in increments of 32 KB. The default is 256 KB.

Receiving Buffer - Port9100

Set the reception buffer for Port9100.

The size can be set between 64 ~ 1024 KB, in increments of 32 KB. The default is 256 KB.

Others (Print Mode Settings)

In Others, several printer-related settings can be set.

Print Area

Set whether or not to extend the printing area. The default is Normal.

Substitute Tray

Set whether or not to switch to paper in a different tray when the tray that was selected in Auto Tray Switching runs out of paper. To substitute other paper, the size of the paper must be specified.

- **Display Message** - Displays the message to add more paper without substituting other paper.
- **Use Larger Size** - Substitutes with paper of the next size of paper larger than the currently selected size. The image will be printed at 100% magnification.
- **Use Nearest Size** - Substitutes with paper nearest to the currently selected size, and prints on that paper. The image will be automatically reduced if it is necessary.

The default is Display Message.

NOTE: *If the paper size is specified by the client, the client setting is given priority.*

Banner Sheet

Set whether or not to output copies with a banner sheet attached.

- **Start Sheet** - Banner sheet is printed before the job.
- **End Sheet** - Banner sheet is printed after the print job.
- **Start Sheet + End Sheet** - Banner sheets are printed before and after the print job.

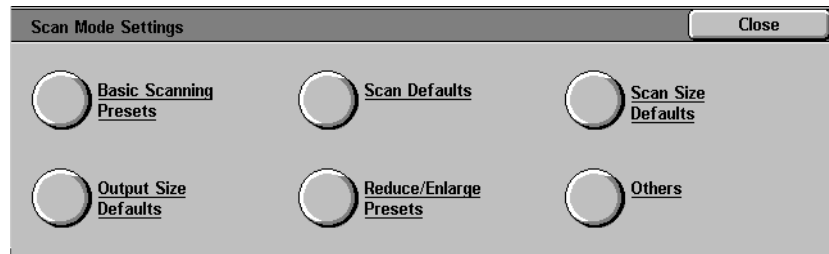
The default is Start Sheet.

NOTE: *Banner sheets are not output if stapling is set. Banner sheets are added to meters when they are printed.*

Banner Sheet Tray

Select the tray to be used for the banner sheets. Trays 1 - 5 (Bypass) can be selected. The default is Tray 1. The banner sheet will be printed on whatever paper size is loaded in the selected tray.

Scan Mode Settings



These settings are enabled for the scan features.

For more information on scanner features, refer to the User Guide (Scan).

Basic Scanning Presets

You can change the magnification percentages assigned to the buttons displayed in R/E Presets on the *Basic Scanning* screen. Setting frequently used scan ratios prevents you from having to change the setting each time you scan.

The following items can be configured in R/E Presets.

Reduce/Enlarge Presets 2nd ~ 4th Buttons

Set the ratios displayed for the 2nd to 4th buttons from the top down, for each of the feature buttons. Select available ratios from those currently assigned to R/E Preset buttons.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The defaults are: 2 for the 2nd button from the top, 4 for the 3rd button, and 7 for the 4th button.

Setting	Description
1	Ratio set to R/E Preset 1
2	Ratio set to R/E Preset 2
3	Ratio set to R/E Preset 3
4	Ratio set to R/E Preset 4
5	Ratio set to R/E Preset 5
6	Ratio set to R/E Preset 6
7	Ratio set to R/E Preset 7

NOTE: This setting is not used when there is a DADF on the machine.

Setting Scan Defaults

This sets the defaults for the scan features. The machine returns to the defaults set here when the power is turned on, the machine returns from the Power Saver mode, or the Clear All button is pressed. Setting frequently used features prevents you from having to change settings each time you scan. The following items can be configured in Scan Defaults.

Output Color Set the default for Output Color on the *Basic Scanning* screen.

Select from Auto, Full Color, Grayscale, and Black. The default is Auto.

Scan Resolution Set the default for Scan Resolution on the *Basic Scanning* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, 200 dpi.

Setting	Description
0	200 dpi
1	300 dpi
2	400 dpi
3	600 dpi

Mixed Size Originals Set the default for Mixed Size Originals on the *Scan Options* screen in Scan mode. Set whether or not to use the Mixed Size Originals feature when the DADF is used for scanning.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Off.

Setting	Description
0	Off
1	On

Border Erase - Top & Bottom

Set the default for the top and bottom Border Erase amounts.
Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2mm.

Setting	Description
0	None
1 ~ 50	Set top & bottom Border Erase amount in increments of 1mm

Border Erase - Left & Right

Set the default for the left and right Border Erase amounts.
Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2mm.

Setting	Description
0	None
1 ~ 50	Set Left & Right Border Erase amount in increments of 1mm

Center Erase

Set the default for center erase. The center erase will be distributed evenly along the center of the original image.
Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0 mm.

Setting	Description
0	None
1 ~ 50	Set Center Erase amount in increments of 1mm

Original Orientation

Set the orientation of the document when it is scanned.

Determination of the top, bottom, left and right edges of the original changes according to this setting. If it is set to 0, Head to Top, the original image will always be saved rotated 90°.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Head to Top.

Setting	Description
0	Head to Top
1	Head to Left

Original Type

Set the default for Original Type on the Image Quality/File Format screen in Scan mode.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Text & Photo.

Setting	Description
0	Text
1	Text & Photo
2	Photo

Lighter/Darker

Set the default for Lighter/Darker in Lighter/Darker/Contrast on the *Image Quality/File Format* screen in Scan mode.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
0	Light (+3)
1	Light (+2)
2	Light (+1)
3	Normal
4	Darker (-1)
5	Darker (-2)
6	Darker (-3)

Contrast This sets up the default for Contrast in Lighter/Darker/Contrast on the *Image Quality/file format* screen in Scan mode. Set the contrast for the document to be scanned. The contrast setting is enabled if Output Color is not set to Black.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Higher
1	High
2	Normal
3	Low
4	Lower

Auto Exposure Set the default for Auto Exposure on the *Image Quality/File Format* screen in Scan mode.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Off.

Setting	Description
0	Off
1	On

Setting the Scan Size Defaults

Set the sizes displayed on the *Scan Size* screen under the *Scan Options* tab. Any scan size can be assigned to Scan Size buttons 1 ~ 11, except for Auto Size Detect.

Setting frequently used scan sizes will prevent you from having to enter scanning size each time you scan. When entering non-standard sizes, set the size between 15 ~ 432 mm for the X direction, and 15 ~ 297 mm for Y direction, in increments of 1mm.

Scan Size 1 ~ 11

The following table shows the sizes that can be set to scan size defaults. Select a button, and choose a size.

Setting	Description
A/B Series Size	A3, A4 SEF, A4 LEF, A5 SEF, A5 LEF, A6 SEF, A6 LEF, B4, B5 SEF, B5 LEF, B6 SEF, B6 LEF
Inch Size	11x17 in., 11x15 in., 8.5x14 in., 8.5x13 in., 8.5x11 in. SEF, 8.5x11 in. LEF, 5.5x8.5 in. SEF, 5.5x8.5 in. LEF
Others	5x7 in., 3.5x5 in., 8K, 16K SEF, 16K LEF
Variable	Setting ranges are: 15 ~ 432 mm for X direction, 15 ~ 297 mm for Y direction in 1mm increments

The defaults are as follows. 5.5x8.5 in. LEF, 5.5x8.5 in. SEF, 8.5x11 in. LEF, 8.5x11 in. SEF, 8.5x14 in., 11x17 in., A4 LEF, A4 SEF, A3, 3.5x5 in., 5x7 in.

Setting the Output Size Defaults

Set the sizes displayed for Output Size when selecting Auto % in Reduce/Enlarge on the *Scan Options* screen in Scan mode.

Any output size can be assigned to Output Size buttons 1 ~ 8.

Setting frequently used sizes prevents you from having to set sizes each time you scan.

Output Size 1~8 Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description	Setting	Description
4	A6 SEF	9	5.5x8.5 SEF
68	A6 LEF	73	5.5x8.5 LEF
7	B6 SEF	20	8.5x11 in. SEF
71	B6 LEF	84	8.5x11 in. LEF
10	A5 SEF	28	8.5x13 in.
74	A5 LEF	29	8.5x14 in.
13	B5 SEF	33	11x15 in.
77	B5 LEF	34	11x17 in.
21	A4 SEF	31	8K
85	A4 LEF	52	16K SEF
30	B4	116	16K LEF
35	A3	54	3.5x5 in.
		6	5x7 in.

Setting Reduce/Enlarge Presets

Set the Preset % ratios displayed in Reduce/Enlarge on the *Scan Options* screen in Scan mode.

Any ratio can be assigned to R/E Preset 1 ~ 7, except for 100%.

Setting frequently used magnification ratio saves you from having to change the setting each time.

R/E Preset 1 ~ 7 Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description	Setting	Description
1	25.0%	10	115.4%
2	35.3%	11	122.5%
3	50.0%	12	129.4%
4	57.7%	13	141.4%
5	61.2%	14	163.2%
6	64.7%	15	173.2%
7	70.7%	16	200.0%
8	81.6%	17	282.8%
9	86.6%	18	400.0%

Other Settings (Scanner)

This section describes how to set other scanner-related settings. The following items can be configured in Other Settings.

Scan Service

Set whether or not to enable scan features. The default is Enabled.

Memory Full Procedure

Set the processing method when the scanner runs out of memory during scanning. Set whether or not to enable documents stored so far.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Enabled.

Setting	Description
0	Disabled (Discard stored documents)
1	Enables stored data

Maximum Stored Pages

Set the maximum number of stored pages for scanning. Set any number between 1 ~ 999.

Enter the number of the pages using the Numeric Keypad. The default is 999.

Lighter/Darker Level

Set the default for the density assigned to Lighter ~ Darker in Lighter/Darker/Contrast on the *Image Quality/File Format* screen in Scan mode. Set the density between -100 ~ +100 in increments of 1.

Lighter (+3) ~ Lighter (+1) must be set between -100 and -1, and Darker (+1) ~ Darker (+3) must be set between +1 ~ +100. Normal, 0, cannot be changed. Set so that the values increase from Lighter (+3) to Darker (+3).

Select scanning density using the up and down arrow buttons on the left, and set the value using the up and down arrow buttons on the right.

Contrast Level Set the default density assigned to Lower ~ Higher for Contrast in Lighter/Darker/Contrast on the *Image Quality* screen. Contrast Settings are not enabled when Output Color is set to Black. Set the density between -100 ~ +100 in increments of 1.

Lower ~ Slightly Lower must be set between -100 and -1, and Slightly Higher ~ Higher must be set between +1 ~ +100. Standard, 0, cannot be changed. Set so that the values increase from Lower to Higher.

Select Contrast using the up and down arrow buttons on the left, and set the values using the up and down arrow buttons on the right. The defaults from the top are, -50, -25, 0, 25, 50.

Color Space Set the default for Color Space.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, sRGB.

Setting	Description
0	sRGB output
1	Output by device RGB. This limits the file format to TIFF (with ICC profile). Profiles are used to enable output at tones close to those of the machine.

NOTE: You can find profile data on the Driver CD.

Setting/Deleting Mailboxes

Documents registered in a mailbox can be retrieved from the client into an application using the scanner driver. Up to 200 mailboxes can be registered.

For more information on mailboxes and scanning, refer to the User Guide (Scan).

123...

- 1** From the *System Settings Menu* screen, select **Setup Menu**.
- 2** Select **Mailbox**. Select the desired mailbox using the up and down arrow buttons.
- 3** To create or delete a mailbox, select **Create/Delete**. Select any of the desired options described below.

Password You can set passwords for mailboxes. Select the desired option.

- **On** - A password must be entered when selecting a mailbox.
- **Off** - Mailboxes can be set without a password.

The default is On.

Mailbox Name Set up names for mailboxes. Set names up to 10 characters long using alphanumerics and symbols.

Check Password When a password is set, limits can be set for writing to and reading from mailboxes.

- **Save (Write)** - A password must be entered when a mailbox is selected.
- **Print/Delete (Read)** - A password must be entered when printing or deleting a mailbox.
- **Always** - A password must be entered for both operations described above.

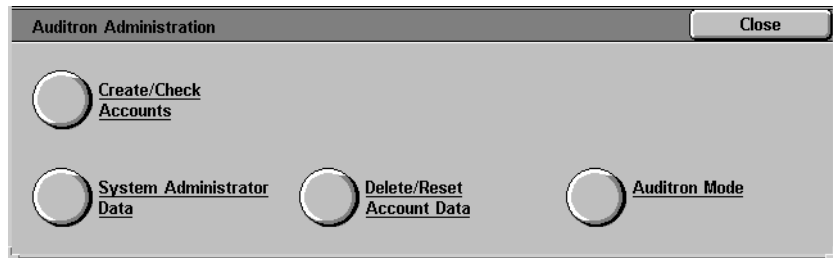
The default is Always.

Delete/Save Documents Set whether or not to delete documents when they are retrieved or printed from a mailbox.

- **Do Not Delete** - Document will be saved.
- **Delete** - Document will be deleted.

The default is Delete.

Auditron



Auditron is an audit feature. This feature electronically records the number of copies or prints made for each user account and controls the access and use of the printer/copier.

To enable Auditron for print you must set up user accounts for printing, and turn it on through Internet Services.

Auditron Administration allows you to:

- [Create, change, and delete up to 1000 user accounts.](#)
- [Control access to copy features.](#)
- [Control access to scan features.](#)
- [Limit copying to B/W, Color, or allow both.](#)
- [Limit the number of copies made per user account.](#)
- [Check the number of copies made per user account.](#)
- [Print account information.](#)
- [Reset account meters.](#)

Create/Check Accounts

To setup Auditron you must create user accounts. Users will then be required to enter the password setup with their account to perform certain machine functions. You can create up to 1000 accounts. The following information is contained within each account.

Password	Set any password between 4 - 12 digits long.
Account Name	Set any account name up to 31 characters long, using letters and symbols.
Color Access	Set whether or not to restrict color copying or B/W copying.
Account Limit	Set the maximum number of copies that can be made with this account. The account limit can be set between 100 - 1999900, in 100 page increments.



- 1** Select **Create/Check Accounts** on the *Auditron Administration* screen. The *Create/Check Accounts* screen is displayed.
- 2** Select an item that is not in use, and select **Create/Delete**.
- 3** Enter a 4-digit number as the Password using the Numeric Keypad on the Control Panel. The password cannot be set if an identical password has already been registered to another account. When you have finished entering the Password, select Save. The screen for that account number is automatically displayed.
- 4** Enter the desired password for that account.
- 5** Select **Account Name**. The screen for entering text is displayed.

- 6 Enter the account name, and select **Save**. The screen returns to the *Create/Delete* screen.
- 7 Select **Color Access**. The *Color Access* screen is displayed. Select the desired option, and select **Save**.
 - **Free Access** - Allows both Color and B/W copies.
 - **Black Only** - Allows only B/W copies.
- 8 Select **Change Account Limit**. The *Account Limit* screen is displayed. Enter the maximum number of color copies using Numeric Keypad, and select **Next**. Enter the maximum number of B/W copies using Numeric Keypad, and select **Save**. The screen returns to the *Create/Delete* screen.
- 9 Select **Close**.

Deleting/Resetting Data by Account

Information for individual user accounts can be deleted and reset.

123...

- 1 Select **Create/Check Accounts** on the *Auditron Administration* screen. The *Create/Check Accounts* screen is displayed.
- 2 Select the account whose data is to be deleted or reset, and select **Create/Delete**. The *Create/Delete* screen is displayed.
- 3 Select **Change Account Limit** to change the limits for Color or B/W copying.
- 4 Select **Reset Total Pages Printed** or **Reset Account**.
 - When **Reset Total Pages Printed** is selected, the number of copies made for the selected account is reset and returned to 0. A reset cannot be undone.
 - When **Reset Account** is selected, account data and the settings of registered account data are deleted. When this button is selected, a confirmation screen is displayed. If you select **Yes**, the account will be deleted. To cancel, select **No**.

Enabling Auditron Mode

You can enable Auditron Mode for copy, scan, or both. When Auditron Mode is enabled, the user must select the Access button and enter the appropriate user account password to start using the machine.



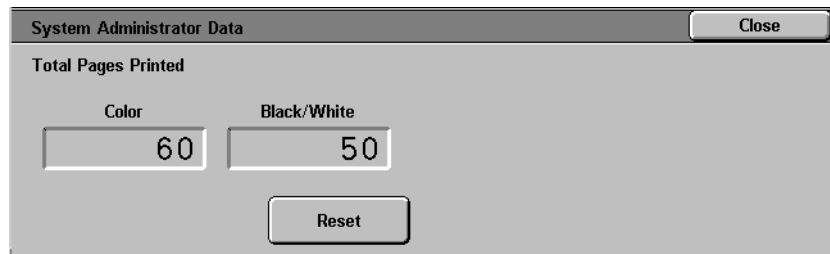
- 1** Select **Auditron Mode** on the *Auditron Administration* screen. The *Auditron Mode* screen is displayed.
- 2** Select **On** or **Off** for Copy and Scan, and select **Save**. The screen returns to the *Auditron Administration* screen.
- 3** Select **Close** until the *System Settings* screen is displayed.

System Administrator Data

You can check the total number of pages printed for color and B/W. You can also reset this data.

123...

- 1 Select **System Administrator Data** on the *Auditron Administration* screen. The *System Administrator Data* screen is displayed.



The screenshot shows a window titled "System Administrator Data" with a "Close" button in the top right corner. Below the title bar, the text "Total Pages Printed" is displayed. Underneath, there are two input fields: "Color" with the value "60" and "Black/White" with the value "50". A "Reset" button is located below these fields.

- 2 Check the total number of pages printed. To reset this data, select **Reset**.
- 3 Select **Close**.

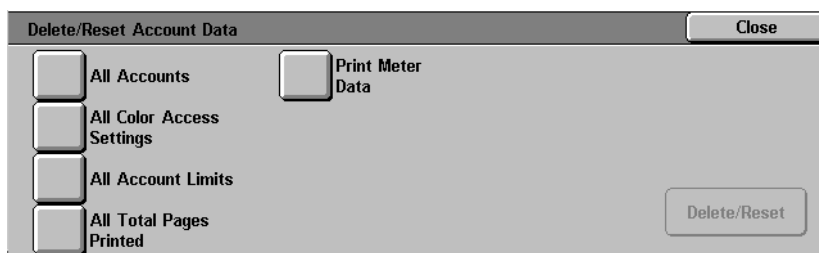
Delete/Reset All Account Data

Five different types of data can be deleted from all accounts.

- All Accounts** Deletes all accounts and all account information associated with each account.
- All Copy Access Settings** Enables color copying for all accounts by setting the Color Access in all accounts to Free Access.
- All Account Limits** Sets all Account Limits to the maximum number on the machine, 1999900.
- All Total Pages Printed** Resets the Total Pages Printed for Color and B/W for each account to 0.
- Print Meter Data** Resets the meters in System Administrator Data for the total number of pages printed.



- 1** Select **Delete/Reset Account Data** on the *Auditron Administration* screen. The *Delete/Reset Account Data* screen is displayed.



- 2** Select the button for the desired operation, and select **Delete/Reset**. The *Confirmation* screen is displayed.
- 3** Select **Yes** in the *Confirmation* screen. The details you selected are cleared. Deleted data cannot be restored.

Printing Meter Reports

When a password for entering System Settings mode is set, you can print Printer Meter Reports and Auditron Reports.

Print Meter Report

Check the total number of pages printed on this machine. The number of printed pages is counted individually for color and for B/W.

Auditron Report

Check the number of pages printed by individual user accounts. You can print a report for a certain account, or all the accounts set up on the machine.

123...

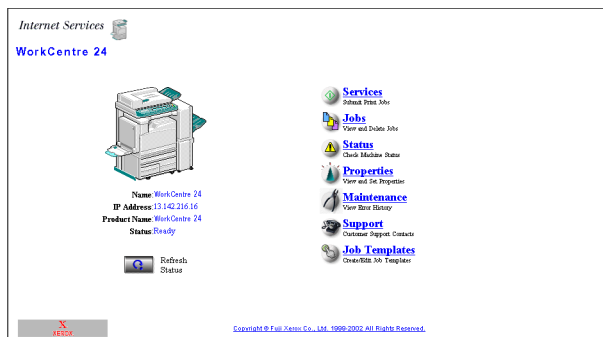
- 1** Press the **Access** button. Enter the password and select **Confirm**.
- 2** Select **User Mode**.
- 3** Press the **Machine Status** button on the Control Panel. The *Machine Status* screen is displayed.
- 4** Select the **Billing Meter/Print Report** tab. The *Billing Meter/Print Report* screen is displayed.
- 5** Select **Print Report/List**. The *Print Report/List* screen is displayed.
- 6** Select **Auditron Administration**.
- 7** Select the desired report:
 - **Print Meter Report**
 - **Auditron Report**

If you select Auditron Report, select the desired account number or **All Accounts**.

NOTE: 50 account numbers can be selected at a time or all accounts can be selected as the account number.

- 8** Press **Start**. The report is printed.
- 9** Select **Close**.

Internet Services



Internet Services are a series of web pages located within the machine network communication settings to be conveniently configured from a web browser running on a remotely located workstation.

There are six features that are available within Internet Services. Each contains specific options, depending on the task you are performing. The following list shows the features and their usage:

- Services** You can process documents using the Services Page.
- Jobs** Allows you to view the active processed Job list/job history list and delete jobs.
- Status** Allows you to review the status of the Paper Trays and Consumables and displays the host device status.
- Properties** Allows you to configure the machine for job processing and network communications, as well as to download scanned documents to your desktop.
- Maintenance** Displays the machine's error history.
- Support** Provides an editable, Internet hot link to an external Customer Support Site.

NOTE: *The rectangular button, containing a semi-circular arrow, is meant to be used to Refresh the current screen.*

For more information on Internet Services, refer to the Internet Services Online Help system. This system can be accessed by clicking on the help button, located in the bottom right corner of the Internet Services web page.

For more information on how to access and use Internet Services, refer to the User Guide (Print) and the User Guide (Scan).

Fax

For unique Fax information, refer to the Fax section of the System Administrator Guide.

Troubleshooting Guide



WorkCentre M24 Printer/Copier

Table of Contents

Paper Jam Clearance 2

- Paper Jams at the Top Left Cover 3
- Paper Jams at the Left Center Cover 4
- Paper Jams at the Bottom Left Cover 4
- Paper Jams in Trays 1 to 4 5
- Paper Jams in Tray 5 (Bypass) 5
- Paper Jams in the Duplex Unit 6
- Paper Jams in the Finisher 6
 - Paper Jams on the Finisher Top Cover 6
 - Paper Jams on the Finisher Interface 7
 - Paper Jams on the Center Tray Exit 7

Document Jams 8

- Document Jams on the Left Cover (Top) 8
- Jams on Original Input Area and Document Glass 9

Stapler Faults 10

Resolving Hardware Problems 11

- Toner Cartridge 11

Resolving Programming Problems 12

Resolving Processor Problems 13

Resolving Output Quality Problems Using Basic Copying,

Added Features, and Image Quality Tabs 16

Calling for Service 20

Fault Codes 21

5. User Guide (Troubleshooting)

The Xerox WorkCentre M24, also referred to as the WorkCentre 24, is designed to help you find and solve problems as they happen. The printer/copier can detect problems and display the corrective action on the screen.

This section describes the printer/copier faults and how to perform the appropriate recovery procedure.

Sometimes you may not succeed in your efforts to clear a fault. When this happens you should call Xerox. Before calling for assistance, perform the steps provided on the following pages.

Paper Jam Clearance

When paper jams in the machine, the machine stops and a tone sounds. A message display in the message area of the Touch Screen with the corrective actions to take. Occasionally, simultaneous multiple paper jams occur or multiple sheets of paper jam during an extended copy job. A paper message displays until all paper jams in the printer/copier have been cleared. The Touch Screen displays the appropriate message screen for the area of the printer/copier, which needs to be checked until all jams are cleared.



WARNING: *When clearing the paper path in the Fuser area (located in the Paper Path Module), remember that the surfaces are hot. To avoid injury, proceed with caution when clearing the path.*

Paper may jam in several areas inside the printer/copier.

- Behind the Top Cover
- Behind the Left Center Cover
- Behind the Bottom Left Cover
- In Trays 1 to 4
- At Tray 5 (Bypass)
- In the Duplex Paper Path
- In the DADF
- In the Finisher (Optional Accessory)

NOTE: *Gradually remove the jammed paper so you do not rip it. If the jammed paper rips, be sure to remove all of the pieces.*

The action required to clear a paper jam varies with the location of the jam. Clearance procedures for each of these areas are provided in the actions that follow.

When the jam is cleared successfully and all doors are closed, printing is automatically resumed from the state before the paper jam occurred.

If the jam occurred during copying, press **Start**. Copying is resumed from the state before the jam occurred.

Paper Jams at the Top Left Cover

This section describes how to clear paper jams that occur at the top left cover of the machine.

123...

- 1** Gently open the top left cover while lifting up the release lever.
- 2** If the edge of the jammed paper can be reached at the output tray, pull the jammed paper in the direction of the feed-out tray.



WARNING: *The fuser area is very hot. Be careful when clearing a jam in this area.*

- 3** Remove the jammed paper.
NOTE: *If paper is torn, check for any torn pieces of paper inside the machine.*
- 4** If you cannot remove paper jammed inside the fuser unit, lift up the lever and remove the jammed paper.
NOTE: *After you have removed the jammed paper, return the lever to its original position.*
- 5** Press the center section of the top left cover to gently close the cover, and lift up Tray 5 (Bypass).

Paper Jams at the Left Center Cover

This section describes how to clear paper jams that occur at the left center cover of the machine.

123...

- 1** Gently open the left center cover while pulling the release lever.
- 2** Remove the jammed paper.
NOTE: *If paper is torn, check for any torn pieces of paper inside the machine.*
- 3** Gently close the left center cover.

Paper Jams at the Bottom Left Cover

This section describes how to clear paper jams that occur at the bottom left cover of the machine.

123...

- 1** Gently open the bottom left cover while pulling the release lever.
- 2** Remove the jammed paper.
NOTE: *If paper is torn, check for any torn pieces of paper inside the machine.*
- 3** Gently close the bottom left cover.

Paper Jams in Trays 1 to 4

This section describes how to clear paper jams that occur in Trays 1 to 4.

123...

- 1 Open the tray where the paper jam occurred.
- 2 Remove the jammed paper.
- 3 Push the tray in gently until it comes to a stop.

Paper Jams in Tray 5 (Bypass)

This section describes how to clear paper jams that occur in Tray 5 (Bypass).

123...

- 1 Inspect the paper feed entrance of Tray 5 (Bypass), and remove any jammed paper.
NOTE: *When two or more sheets of paper are loaded, remove all of the sheets from the tray.*
NOTE: *If paper is torn, check for any torn pieces of paper inside the machine.*
- 2 Fan the paper you removed making sure that all four corners are neatly aligned.
- 3 Insert the paper into the Tray with the printed side facing down until its lead edge lightly touches the paper feed entrance.

Paper Jams in the Duplex Unit

This section describes how to clear paper jams that occur on the duplex unit.

123...

- 1 Open the duplex cover above Tray 5 (Bypass).
- 2 Remove the jammed paper.
NOTE: *If paper is torn, check for any torn pieces of paper inside the machine.*
- 3 Close the duplex unit cover, and lift up Tray 5 (Bypass).

Paper Jams in the Finisher

This section describes how to clear paper jams that occur inside the Finisher when the Finisher (optional accessory) is installed.

Paper Jams on the Finisher Top Cover

123...

- 1 Press the button on the Finisher top cover. Open the Finisher top cover.
- 2 Remove the jammed paper.
NOTE: *If paper is torn, check for any torn pieces of paper inside the machine.*
- 3 Close the Finisher top cover.

Paper Jams on the Finisher Interface

123...

- 1 Move the Finisher to the right.
- 2 Open the top cover on the Finisher.
- 3 Remove the jammed paper.
NOTE: *If paper is torn, check for any torn pieces of paper inside the machine.*
- 4 Close the top cover on the Finisher.
- 5 Slide the Finisher back to the left.

Paper Jams on the Center Tray Exit

123...

- 1 Move the Finisher to the right.
- 2 Remove the jammed paper.
NOTE: *If paper is torn, check for any torn pieces of paper inside the machine.*
- 3 If the jammed paper is hidden from view, open the exit cover and check inside.
- 4 Slide the Finisher back to the left.

Document Jams

If a document jams on the DADF, the machine stops, and an error message appears on the display. Clear the document jam according to the instructions displayed, then reload the document.

Document Jams on the Left Cover (Top)

This section describes how to clear document jams on the left cover (top) of the DADF.



- 1** Pull up the handle at the center of the left cover on the DADF, and open the cover until it comes to a stop. The inside cover also rises up interlocked with the other cover.

NOTE: *Unlatch the document scanner cover completely to stabilize it. Gently open the covers.*

- 2** Remove the jammed paper.

- 3** Close the left cover of the DADF until you hear it click into place.

- 4** Make sure that the document is not torn, wrinkled, or folded, and load the document again following the instructions displayed.

NOTE: *After removing the jammed document, load the entire document again including delivered document sheets. Already scanned document sheets will automatically be skipped and scanning will resume from the previous document sheet.*

NOTE: *Torn, wrinkled, or folded documents may cause document jams and damage. To scan such documents, directly place the document on the document glass to make copies.*

Jams on Original Input Area and Document Glass

A message is displayed if a document jam occurs in the Original Input Area of the DADF, or on the Document Glass. Follow the instructions displayed to clear the problem.



- 1** If there is a document jammed in the Original Input Area, remove it gently.
- 2** Gently lift up the DADF.
- 3** Remove the jammed paper.
- 4** Gently return the DADF to the original position.
- 5** Make sure that the document is not torn, wrinkled, or folded, and load the document again following the instructions displayed.

NOTE: *After removing the jammed document, load the entire document again including delivered document sheets. Already scanned document sheets will automatically be skipped, and scanning will resume from the previous document sheet.*

NOTE: *Torn, wrinkled, or folded documents may cause document jams and damage. To scan such documents, directly place the document on the document glass to make copies.*

Stapler Faults

This section describes how to clear stapler faults. Follow the procedures on the following pages when copies are not stapled or when staples are bent.

NOTE: *To staple copies, the Finisher (optional accessory) must be installed.*

123...

- 1** Make sure that the machine has stopped, then open the front cover in the Finisher.
- 2** Hold the staple cartridge by its lever, and pull the staple cartridge out to the right toward you.
- 3** Lift up the staple cartridge to remove it.
- 4** After removing the staple cartridge, check the inside of the Finisher for any remaining staples.
- 5** Pull up the lever on the front of the staple cartridge.
- 6** Remove the jammed staples together with the staple sheet.

NOTE: *When removing jammed staples, also remove the staple sheet. Do not remove unused staples from the staple cartridge.*

CAUTION: *Be careful when removing jammed staples to avoid hurting your fingers.*



- 7** Close the lever on the front of the staple cartridge until you hear it click into place.
- 8** Return the staple cartridge to its original position until you hear it click into place.
- 9** Close the Finisher front cover.

NOTE: *A message will be displayed and the machine will not operate if the Finisher front cover is not closed completely.*

Resolving Hardware Problems

Toner Cartridge

Problem	Suggested Solutions
<ul style="list-style-type: none"><li data-bbox="153 506 507 644">– Operator mistakenly removed the wrong toner cartridge and wishes to reinsert it. <li data-bbox="153 697 507 836">– Operator cannot reinstate a partially full toner cartridge after it has been removed.	<ul style="list-style-type: none"><li data-bbox="539 506 1361 666">– Reinstall the toner cartridge using the following procedure: NOTE: <i>The following procedure may result in dry ink spillage on the floor. To protect the floor, put a disposable covering or drop cloth beneath and in front of the printer/copier.</i> <li data-bbox="539 676 1361 783">– Reinstall the used and partially full toner cartridge by pushing in the cartridge until it is fully seated against the rear stop.

NOTE: *Inform the Xerox service representative at the next service call about the above action since he or she may need to clean up the dry ink on internal printer/copier components.*

Resolving Programming Problems

Problem	Suggested Solution
The Control Panel Touch Screen does not respond to a touch command	<ul style="list-style-type: none"> – Press Clear All on the Control panel – Touch a selectable button on the Touch Screen with one finger. A slight pressure is required to cause the printer/copier to react. – If the problem persists, open the Front Door of the printer/copier. Close the Front Door and make a selection on the Touch Screen. If the Touch Screen does not respond to any touch commands, switch off the power. Wait 15 seconds, then switch on the power. Reprogram the printer/copier for the copy features that are desired.
You cannot program a job while a screen is open	<ul style="list-style-type: none"> – Jobs cannot be programmed or copies made while some screens, such as administration screens, jam clearance screens, or consumable status information screens, are open. – Follow the directions on the information screen. Then program the desired job.
Printer/copier features are not selectable	Certain features cannot be selected because of the previous selections. Generally, features or buttons you can select appear selectable to indicate you can use them with the previous selection.
You cannot complete the programming. The printer/copier times out too quickly and resets to the default settings.	<p>Attempt to complete all the programming more quickly. The time-out values have been exceeded during the programming. The values can be changed.</p> <p><i>For more information about adjusting the machine timeouts, refer to the section entitled Setting the Common Settings, in the User Guide (Machine Administrator).</i></p>

Resolving Processor Problems

Problem	Suggested Solution
Transparencies	Load transparencies by following the instructions in the section Loading Stock, in the User Guide (Copier).
11 x 17 (A3) transparencies jam when exiting the printer/copier to the output tray	Remove each copy of 11x17 inch (A3) transparencies from the Output Tray before subsequent copies exit the printer/copier
Transparencies stick together after copying	Select the Transparency Separators feature to eliminate the problem. <i>For more information about this feature refer to the section entitled Transparency Separators, in the User Guide (Copier).</i>
Multiple sheets feed from the Trays	<ul style="list-style-type: none"> – Do not fill the paper trays above the MAX fill line indicator. Trays 1 and 2 hold approximately 520 sheets each of 24 lb. (90 gsm) paper. Tray 3 850 sheets 24 lb. (90 gsm) paper, Tray 4: 1150 sheets 24 lb. (90 gsm) paper – Remove the paper from the Tray and fan the sheets to separate the joined sheets. – Predrilled sheets may stick together at the holes. Remove the paper from the Tray and fan the sheets to separate the joined sheets
Multiple sheets feed from Tray 5 (Bypass)	<ul style="list-style-type: none"> – Paper and transparencies may stick together if environmental conditions are too dry and cause excessive static. Increase the humidity level in the printer/copier room to minimize static. – Do not overload Tray 5 (Bypass). – Gently fan transparencies to separate the sheets before you load them into Tray 5 (Bypass). If multiple sheet feeding continues, feed the transparencies one at a time from Tray 5 (Bypass).
Sheets will not feed from the Tray 5 (Bypass)	<ul style="list-style-type: none"> – Ensure that the height of the stack does not exceed the MAX fill line. – Check that the paper guide is not too tight. The paper guide should be adjusted to be just snug against the paper stack.
Paper jams when exiting the Trays	<ul style="list-style-type: none"> – Ensure that the edge guides of the paper trays fit snugly against the paper stack. – Do not fill the paper trays above the MAX fill line indicator. Tray 1 and 2 hold approximately 520 sheets of 24 lb. (90gsm) paper. Tray 3 holds approximately 850 sheets of 24 lb. (90gsm) paper and tray 4 holds approximately 1150 sheets of 24lb (90 gsm) paper. Close the Tray slowly to avoid shifting the paper stack.

Problem	Suggested Solution
Output jams when exiting the printer/copier to the Center Output Tray (when the Finisher is installed)	<ul style="list-style-type: none"> – Ensure the paper matches the type defined for the paper tray. When the Finisher Transport is present the Center Output Tray can hold up to 200 sheets of 24 lb. (90 gsm) paper. Empty the Tray when output approaches this limit, to ensure continuous production. – Ensure the first sheet is not blocking the paper exit, particularly for 11x17 inch output.
Output jams when exiting the printer/copier to the Center Output Tray (when the Finisher is not installed)	<ul style="list-style-type: none"> – Ensure the paper matches the type defined for the Tray. – The Center Output Tray has a capacity of 400 sheets of 24lb (90gsm) paper. Remove the output when it approached this limit to ensure continuous production. Ensure the first sheet is not blocking the paper exit, particularly for 11x17 inch output.
11 x 17 inch output blocks exit	Ensure the first sheet of 11x17 inch output exits completely.
Copies originating from Tray 5 (Bypass) are skewed. Jams may be occurring	The paper guide on Tray 5 (Bypass) may not be set correctly or may be too tight against the paper stack. Ensure that the paper guide snugly touches the paper stack.
Printer/copier does not make copies when Auto Paper is selected.	For the Auto Paper selection to function correctly, the size of the original document must be the same size as the paper supply that is loaded in at least one of the trays. If not, select the paper tray size that best meets your needs. Or if you wish to continue to use the Auto Paper feature, load one of the trays with the same size paper as the original document.
Loss of information or image deletions on copies made on paper that has been folded or creased.	<ul style="list-style-type: none"> – If you must use folded or creased paper, use a lightweight paper, 24 lb. (90 gsm). Also, avoid imaging the copy paper in the are of the fold or the crease. – Handle the copy paper carefully. Slight folds or creases may result in output deletions.

Problem	Suggested Solution
Excessive paper curl	<ul style="list-style-type: none"> – Paper curl may be a result of: <ul style="list-style-type: none"> – The mass of toner coverage on the copy - the greater the toner mass, the greater the paper curl. – The paper weight. – The humidity conditions at the printer/copier. – You can sometimes minimize curl problems by flipping the paper over in the tray and making the copies again. If excessive curl is still present, use a heavier paper. – Ensure the paper matches the type defined for the Paper Tray. – Attempt to minimize the amount of toner on the copy paper by selecting the Photo feature as the Original Type and /or the lighter and/or less contrast image quality options. – When the Finisher is present the Center Output Tray can hold up to 200 sheets of 24 lb. (90 gsm) paper. Empty the output tray when output approaches this limit to ensure continuous production. – The Center Output Tray has a capacity of 400 sheets of 24 lb. (90 gsm) paper. Remove the output when it approaches this limit to ensure continuous production. – Copying high density background areas or documents with alternating high and low density areas results in more curl. Attempt to reduce the amount of curl by adjusting the copy quality controls to reduce the amount of toner on the copies. – Place the printer/copier and paper in a room with air conditioning and low humidity to minimize the moisture in the environment. – Attempt to copy on thicker paper or on paper stock that is less sensitive to moisture.

Resolving Output Quality Problems Using *Basic Copying*, *Added Features*, and *Image Quality Tabs*

For more information on the features on these tabs, refer to the section entitled Copier Features, in the User Guide (Copier).

Problem	Suggested Solution
Moiré patterns on the copies	<p>This problem occurs when original documents have halftone images. Perform the suggested solutions in the following order:</p> <ul style="list-style-type: none"> – Use the Sharpness feature to select Softer options until the moiré patterns are not visible. – If using Photo mode, switch to Text & Photo mode. – Select Halftone as the Original Type. – Rotate the original on the Document Glass by 180 degrees. – Reduce or enlarge the output by 5%.
The entire document is not being copied	<ul style="list-style-type: none"> – Enter the Original Size. – Reduce the image. – Ensure that the document placement matches the Original Orientation setting.
Scattered, very light show-through images occur when copying a document that is on thin paper	<ul style="list-style-type: none"> – Select Background Suppression in the Preset Color Balance feature on the <i>Image Quality</i> tab. – To eliminate the unwanted show-through images, place the thin (translucent) document on the Document Glass. Cover the document with a black (or very dark) sheet of paper that is the same size as the document you are copying. – Place the 2-sided original document on the document Glass with a blank sheet of paper on top of it.
A black border appears at the edge of the copy when a reduction option is selected	<p>Select Auto Center in the Margin Shift feature or Border Erase on the <i>Added Features</i> tab.</p>
A black border appears on the copy of a small document	<ul style="list-style-type: none"> – Select Auto Center in the Margin Shift feature or Border Erase on the <i>Added Features</i> tab. <p>Or</p> <ul style="list-style-type: none"> – Program the Original Size on the <i>Scan Options</i> tab for the dark bordered document that you wish to copy.
Colors are incorrect or have shifted over time.	<ul style="list-style-type: none"> – Perform an Auto Gradation Adjustment. <p><i>For more information on Auto Gradation Adjustment, refer to the User Guide (Machine Administrator).</i></p>

Problem	Suggested Solution
Deletions on the copy edges.	<ul style="list-style-type: none"> – Edge deletion on all sides of the copy is normal, and is greatest on the lead edge of the copy. Set the Border Erase feature, Variable Erase option, to 4mm to minimize the deletion. Select the size for the original document on the <i>Scan Options</i> tab and an appropriate setting from the Reduce/Enlarge option from the <i>Basic Copying</i> tab. – Moisture may be present in the paper. Load a fresh supply of paper into the trays. – Some deletions may be caused by small pieces of paper remaining in the printer/copier components after a paper jam has been cleared. When clearing a paper jam, be sure to look for and remove any paper fragments.
Copies made from photographs show color or background on output edges	<p>Most emulsions used to develop photographs have color. Sometimes this color shows on the border of the photograph. To prevent the color from being copied as part of the image or as background, use one of the following suggested solutions:</p> <ul style="list-style-type: none"> – Select Background Suppression in the Image Quality Presets feature on the <i>Image Quality</i> tab. – Use the Border Erase feature on the <i>Added Features</i> tab to deliberately erase the unwanted color or background from the edge.
The copies made using 100% Reduce/Enlarge feature do not include the entire image along the edge of the document.	Select the Original Size feature and program the exact size of the dark bordered document that you wish to copy.
Output is too light	Use the Lighter/Darker feature to select a darker level. Select the Text or Maps option in the Original Type feature.
Output is too dark	Use the Lighter/Darker feature to select a lighter level. Select the Photo option in the Original Type feature
Output has too much contrast	<ul style="list-style-type: none"> – Select less Contrast (toward Lower) on the Light/Dark/Contrast feature on the <i>Image Quality</i> tab. – Select less Color Saturation (toward Lower) on the Sharpness/Saturation feature on the <i>Image Quality</i> tab.
Output has low contrast	<ul style="list-style-type: none"> – Select more Contrast (toward Higher) on the Light/Dark/Contrast feature on the <i>Image Quality</i> tab. – Select more Color Saturation (toward Higher) on the Sharpness/Saturation feature on the <i>Image Quality</i> tab.

Problem	Suggested Solution
Background on copies	<ul style="list-style-type: none"> – Examine the input document for the source of the problem. – Ensure that the document is held flat on the Document Glass and that the document cover is closed. – From the <i>Image Quality</i> tab, adjust the Lighter/Darker control to lighter. – When making Black copies, select Black as the output color. Reduce the color Balance-Low Density values so that the background does not appear on the copies. – When copying colors, set the Output Color to Auto Color and select Auto Exposure so that the background does not appear on the copies. – Determine the type of document you are copying. From the Original Type feature, indicate whether the original is Photo & Text, Text, Photo or other color originals (Maps) for best copy quality. <p>NOTE: <i>You can select the Photo option for documents other than photographs if the document contains areas of different density, from light to dark, and all levels of density need to be copied.</i></p>
The copies are blurred when copying thick documents, three-dimensional objects, or books	<ul style="list-style-type: none"> – Increase the Sharpness. – Select the Text or Other Color Originals (Maps) option in the Original Type feature – Ensure that the document is held flat on the Document Glass and that the Document cover (DADF) is closed as much as possible. DO NOT force the cover closed.
Copies have dark bands on the lead edge and a corner when 100% Reduce/Enlarge is selected.	<ul style="list-style-type: none"> – The bands may be caused by curled edges on the document or by misregistration of the document on the Document Glass. – Ensure that the document is registered correctly. – Ensure that the Border Erase is at No Erase (2mm). Increasing the amount of the Border Erase should remove more of the dark bands. Increasing the amount of Border Erase, however, may eventually cause image loss.
Copies have dark bands on the lead edge and a corner when 100% Reduce/Enlarge is selected and the DADF is used.	<ul style="list-style-type: none"> – The bands may be caused by curled edges on the document or by misregistration of the document by the Duplex Automatic Document Feeder (DADF). – Ensure that the document is registered correctly. – Ensure that the Border Erase is at No Erase (2mm). Increasing the amount of the Border Erase should remove more of the dark bands. Increasing the amount of Border Erase, however, may eventually cause image loss.

Problem	Suggested Solution
<p>Corner Shift appears in the wrong area on the copy</p>	<p>If the document is positioned on the Document Glass in the short edge direction, and the paper used for copying is in the long edge feed direction, the copy will appear to be positioning the corner shift selection in the wrong corner. Corner shift selections are referenced from the Document Glass location.</p> <p>NOTE: <i>Corner Shift is also intended only for documents that are smaller than the copy paper selected.</i></p>
<p>Copies have black borders. Large black borders appear on the copies with documents smaller than the copy paper size.</p>	<ul style="list-style-type: none"> – No shift is selected. Select Auto Center to eliminate the black borders. – Also, select the Auto Center feature to eliminate the black when using the Duplex Automatic Document Feeder (DADF).
<p>Copies made from a newspaper, a map, or a photograph have background when Original Type is defined as Map or Photo.</p>	<ul style="list-style-type: none"> – The DocuColor Series printer/copier detects low densities of color and reproduces them. This is especially true with the Maps and Photo options. The background can be reproduced or eliminated by adjusting the Lighter/Darker feature toward lighter. – Newspaper show-through can be reduced or eliminated by backing the document with a black sheet of paper. – Use the Auto Exposure option in the <i>Image Quality</i> tab.
<p>The image density of the copy seems lighter toward the trail edge</p>	<p>This defect is noticeable only when the input document has large solid areas. To reduce or eliminate this defect, select the Photo option in the Original Type feature of the <i>Image Quality</i> tab.</p>

Calling for Service

There is information and support available at www.Xerox.com. There you can find answers to many of your questions, solutions to problems, order toner and supplies, and request service support.

For information on clearing fault codes, refer to the section entitled Fault Codes, in this chapter.

There may be times when you will not be able to correct a problem. When this happens, you should call for service. The numbers for calling for service are as follows.

- [United States](#) 800-821-2797
- [Canada](#) 800-821-2797

Be prepared to provide a complete description of the problem to the service operator. This includes the following information:

- **Machine Serial Number** -
Press the **Machine Status** button, then select **Machine Information** to view the serial number.
- **Fault Codes**
The Fault Code will appear on the screen when a fault occurs.

Defining the problem accurately may help to solve the problem over the phone and minimize downtime. If the problem cannot be resolved by telephone, a service representative will be dispatched to your machine promptly.

Fault Codes

This section describes fault codes that are displayed on the screen. Fault codes, such as those described below, are displayed when an error occurs, preventing printing from ending normally, or when trouble has occurred on the machine.

When a fault has occurred, refer to the following table to remedy the problem.

Fault Code	Cause/Remedy
003-747	<ul style="list-style-type: none"> • Cause - An illegal print feature combination was set. • Remedy - Check the print data.
003-761	<ul style="list-style-type: none"> • Cause - The paper size in the Tray selected by Auto Tray Switching is different from the paper in the Tray selected in Tray Selection. • Remedy - Change the paper size for the Tray, or change the paper type priority setting.
003-795	<ul style="list-style-type: none"> • Cause - The Reduce/Enlarge ratio exceeds the setting range when the scanned document is enlarged/reduced to the specified paper size. • Remedy - Enter the Reduce/Enlarge ratio, or change the paper size.
015-790	<ul style="list-style-type: none"> • Cause - The scanned document is a copy-prohibited document • Remedy - See the section entitled Illegal Copies in the front section of the User Guide to check the types of documents that can be copied.
016-450	<ul style="list-style-type: none"> • Cause - The SMB host name has been set twice. • Remedy - Change the host name.
016-452	<ul style="list-style-type: none"> • Cause - The IP address has been set twice. • Remedy - Change the IP address.
016-453	<ul style="list-style-type: none"> • Cause - Failed to acquire the IP address from the DHCP server. • Remedy - Set the IP address manually.
016-454	<ul style="list-style-type: none"> • Cause - Could not acquire the IP address from DNS. • Remedy - Confirm the DNS settings and IP address acquisition method setting.

Fault Code	Cause/Remedy
016-701	<ul style="list-style-type: none"> • Cause - PCL print data could not be processed due to insufficient memory. • Remedy - Lower the resolution, or instruct printing again without setting 2 Sided printing or N Up.
016-702	<ul style="list-style-type: none"> • Cause - PCL print data could not be processed due to insufficient space in the print page buffer. • Remedy - Set Print Mode to Speed Priority, or use Ensure Print, or increase the size of the print page buffer, or add memory.
016-735	<ul style="list-style-type: none"> • Cause - An attempt was made to print a job template while it was being updated. • Remedy - Wait a while before instructing printing again.
016-737	<ul style="list-style-type: none"> • Cause - An error occurred during reading of data from the job template pool server. • Remedy - Check the access rights of the directory to which the job template is stored.
016-739	<ul style="list-style-type: none"> • Cause - Could not find the specified job template pool server. • Remedy - Check the path name to the job template pool server.
016-740	<ul style="list-style-type: none"> • Cause - Could not log into the job template pool server. • Remedy - Check the login user name, password, and other information.
016-741	<ul style="list-style-type: none"> • Cause - Could not connect to the job template pool server. • Remedy - Ask the network administrator to check the network environment or server environment.
016-742	<ul style="list-style-type: none"> • Cause - The job template could not be stored to memory due to insufficient hard disk space. • Remedy - Delete unwanted data from the hard disk to increase hard disk space.
016-743	<ul style="list-style-type: none"> • Cause - The settings on the job template pool server are incorrect. • Remedy - Check the settings of the job template pool server.
016-748	<ul style="list-style-type: none"> • Cause - Printing is not possible due to insufficient hard disk space. • Remedy - Reduce the number of pages of print data, for example, by dividing up the print data or printing one copy at a time when making multiple copies.

Fault Code	Cause/Remedy
016-749	<ul style="list-style-type: none"> • Cause - A JCL command syntax error occurred. • Remedy - Confirm the print settings, or correct the JCL command.
016-757	<ul style="list-style-type: none"> • Cause - The entered password is wrong. • Remedy - Enter the correct password.
016-758	<ul style="list-style-type: none"> • Cause - The account is not registered as an authorized copy user. • Remedy - Contact the System Administrator.
016-759	<ul style="list-style-type: none"> • Cause - The maximum number of copies has been reached. • Remedy - Contact the System Administrator.
016-760	<ul style="list-style-type: none"> • Cause - An error occurred during PostScript processing. • Remedy - Set Print Mode to Print Priority, or increase the size of the print page buffer, or increase PostScript memory.
016-761	<ul style="list-style-type: none"> • Cause - An error occurred during image processing. • Remedy - Set Print Mode to Speed Priority and instruct printing again. If this does not remedy the problem, print using Ensure Print.
016-778	<ul style="list-style-type: none"> • Cause - Conversion of the scanned image was discontinued due to insufficient hard disk space. • Remedy - Delete unwanted data from the hard disk to increase hard disk space.
016-779	<ul style="list-style-type: none"> • Cause - An error occurred during conversion processing of the scanned image. • Remedy - Instruct scanning again.
016-780	<ul style="list-style-type: none"> • Cause - An error occurred on the hard disk during conversion processing of the scanned image. • Remedy - A probable cause is hard disk malfunction. For information about replacing hard disks, contact your Xerox Customer Support Center.
016-781	<ul style="list-style-type: none"> • Cause - Could not connect to the server during file forwarding by Scan Services. • Remedy - Ask the network administrator to check the network environment or server environment.
016-782	<ul style="list-style-type: none"> • Cause - Could not login to the server during file forwarding by Scan Services. • Remedy - Check the login user name, password, and other information.

Fault Code	Cause/Remedy
016-783	<ul style="list-style-type: none"> • Cause - Could not find the specified server path during file forwarding by Scan Services. • Remedy - Check the path name of the server currently set to the job template.
016-784	<ul style="list-style-type: none"> • Cause - A write to server error occurred during file forwarding by Scan Services. • Remedy - Confirm that there is sufficient space in the directory on the server, and that access rights are present.
016-785	<ul style="list-style-type: none"> • Cause - The file could not be sent due to insufficient space on the server's hard disk by Scan Services. • Remedy - Delete unwanted data from the server's hard disk to increase hard disk space.
016-787	<ul style="list-style-type: none"> • Cause - The server IP address set to the job template is illegal. • Remedy - Specify the correct job template.
016-788	<ul style="list-style-type: none"> • Cause - Failed to retrieve the file from the Web browser. • Remedy - Refresh the browser page, or restart the browser, or turn the machine off then on again. Try retrieving the file again.
020-530	<ul style="list-style-type: none"> • Cause - No correct operations were performed in a certain period of time. • Remedy - Perform an operation within a certain period of time.
<p>An error occurred. Switch the machine Off then back On again. (***)</p>	<ul style="list-style-type: none"> • Cause - An error occurred. • Remedy - Turn the machine Off, wait for the display on the control panel to go out, then turn the machine back On again. If the same message is displayed, record the message in (***) . Next, turn the machine Off, wait for the display on the Control Panel to go out, then contact your Xerox Customer Support Center.
<p>Abnormal End (***)</p>	<ul style="list-style-type: none"> • Cause - An error occurred causing the operation to end abnormally. • Remedy - Program the same operation again.

Index

Numerics

- 2 Sided 1-28, 1-39
- 2 Sided Originals 3-9, 3-12

A

- Added Features Tab 1-38
 - 2 Sided 1-39
 - Border Erase 1-48
 - Margin Shift 1-45
 - Output 1-42
- Adjusting Color For Printing 2-91
- Audio Tones 1-8
- Auditron Administration 4-59
 - Create/Check Accounts 4-60
 - Delete/Reset All Account Data 4-64
 - Deleting/Resetting Data by Account 4-61
 - Enabling Auditron 4-62
 - Printing Meter Reports 4-65
 - System Administrator Data 4-63
- Auto Exposure 1-53, 3-27
- Auto Gradation Adjustment 4-21
- Auto Tray Switching 1-18

B

- Basic Copying Tab 1-25
 - 2 Sided 1-28
 - Output Color 1-26
 - Paper Supply 1-35
 - Reduce/Enlarge 1-31
 - Basic Scanning Tab 3-5
 - 2 Sided Originals 3-9
 - Job Template 3-2
 - Mailbox 3-5
 - Output Color 3-6
 - Scanning Resolution 3-8
 - Billing Meters 1-108
 - Book Duplex 1-81
-

Booklet Creation 1-88
Border Erase 1-48, 3-20
Bound Originals 1-77, 3-17
Build Job 1-86

C

Calling for Service 5-20
Certifications in Europe viii
Changing Network Scanner Utility Settings 3-35
Changing Settings in System Settings Mode 4-6
Changing Toner Cartridges 1-111
Checking Consumables 1-108
Checking Paper Trays 1-107
Checking Scan Jobs on the Machine 3-29
Cleaning the DADF and Document Glass 1-110
Color Balance 1-57
Color Shift 1-56
Configuring the Client for Scanning 3-33
Configuring the PPD 2-63
Configuring the Print Driver
 Windows 2000/XP 2-45, 2-55
 Windows 95/98/Me 2-8, 2-16
 Windows NT 4.0 2-26, 2-36
Control Panel 1-4
Conventions xix
 Symbols xix
Copier Features 1-25
 Added Features Tab 1-38
 Basic Copying Tab 1-25
 Image Quality Tab 1-50
 Job Assembly Tab 1-83
 Output Format Tab 1-59
 Scan Options Tab 1-73
Covers 1-66
Create/Check Accounts 4-60

D

DADF 1-8, 1-89
 Component Names and Functions 1-89
 Document Specifications 1-90
 Documents Not Recommended 1-91
 Loading the Documents 1-91
Delayed Print 2-106
 Printing Delayed Print Jobs 2-107

- Setting Delayed Print Jobs 2-106
- Delete/Reset All Account Data 4-64
- Deleting Scan Jobs on the Machine 3-30
- Deleting Scanned Documents 3-32
- Deleting/Resetting Data by Account 4-61
- Differences Between Printing and Copying 2-69
- Document Glass 1-8
- Document Jams 5-8
 - Left Cover (Top) 5-8
 - Original Input Area and Document Glass 5-9

E

- Electrical Safety iii
 - Disconnect Device iv
- Entering the System Settings Mode 4-5
- Environmental Notices for Canada xvii
- Environmental Notices for the USA xvii
- Error History Report 1-108
- Exiting the System Settings Mode 4-6

F

- Fault Codes 5-21
- Finisher 1-93
 - Stapling Options 1-94
 - Using the Finisher 1-93

G

- Getting to Know Your Copier 1-1

H

- How to Cancel Print Jobs from the Printer 2-74
- How to Cancel Print Jobs from the Workstation 2-74
- How to Cancel Print Jobs Using Internet Services 2-74
- How to Cancel Scanning Jobs from the Workstation 3-28
- How to Pause or Cancel a Scanning Job 3-28
- How to Scan Using the Mailbox 3-3

I

- Image Compression 3-24
- Image Quality Presets 1-58
- Image Quality Tab 1-50
 - Auto Exposure 1-53
 - Color Balance 1-57

- Color Shift 1-56
- Image Quality Presets 1-58
- Lighter/Darker/Contrast 1-54
- Original Type 1-51
- Sharpness/Saturation 1-55
- Image Quality/File Format Tab 3-22
 - Auto Exposure 3-27
 - Image Compression 3-24
 - Lighter/Darker/Contrast 3-25, 3-26
 - Original Type 3-23
- Image Rotation 1-79
- Importing Scanned Data 3-35
 - To an Application 3-35
- In Canada vii
- Installing the Network Scanner Utility 3-33
 - Required Environment 3-33
- Installing the Print Driver
 - Macintosh 2-62
 - Windows 2000/XP 2-43
 - Windows 95/98/Me 2-6
 - Windows NT 4.0 2-23
- Installing the Print Drivers 2-5
- Internet Services 2-110, 4-66
 - Accessing Internet Services 2-116
 - Configuring the Browser 2-113
 - Features 2-117
 - Printing Documents 2-118
 - Proxy Server and Port Number 2-115
 - Screen Structure 2-111
 - System Structure 2-112
 - Viewing and Deleting Jobs 2-120
- It's Illegal in Canada xvi
- It's Illegal in the USA xiv

J

- Job Assembly Tab 1-83
 - Booklet Creation 1-88
 - Build Job 1-86
 - Stored Jobs 1-84
- Job Status 1-96
 - Changing the Print Priority 1-97
 - Checking Completed Jobs 1-98
 - Checking Current Jobs 1-96
 - Delayed Print 1-103
 - Deleting Stored Documents 1-105

Outputting Sample Prints 1-101
Outputting/Deleting Secure Prints 1-99
Job Template 3-2

L

Laser Safety iv
Lighter/Darker/Contrast 1-54, 3-25, 3-26
Loading Paper 1-17
 12 x 18 inch 1-23
 Tray 5 (Bypass) 1-17, 1-22
 Trays 1, 2, 3, and 4 1-22
Loading Stock 1-19
 Paper 1-19
 Transparencies 1-21

M

Machine Information 1-109
Machine Specifications 1-114
 Dimensions and Weight 1-115
 Speed by Media 1-114
Machine Status 1-107
 Billing Meters and Printing Reports 1-108
 Checking Consumables 1-108
 Checking Paper Trays 1-107
 Error History Report 1-108
 Machine Information 1-109
Mailbox 3-5
Maintenance 1-110
 Changing Toner Cartridges 1-111
 Cleaning the DADF and Document Glass 1-110
Maintenance Safety v
Making Copies from the Document Glass 1-12
Making Copies Using Features 1-13
Making Copies Using the DADF 1-11
Managing Scanned Documents 3-32
Margin Shift 1-45
 Auto Center 1-46
 Variable Shift 1-47
Mirror Image/Negative Image 1-72
Mixed Size Originals 1-76, 3-19
Multiple Up 1-60

N

Notices vii

Certifications in Europe viii
Environmental Notices for Canada xvii
Environmental Notices for the USA xvii
It's Illegal in Canada xvi
It's Illegal in the USA xiv
Radio Frequency Emissions vii

O

Online Help 2-73
Operational Safety v
Original Orientation 1-80
Original Size 1-74
Original Type 1-51, 3-23
Output 1-42
 Stapling 1-44
Output Color 1-26, 3-6
Output Format Tab 1-59
 Covers 1-66
 Mirror Image/Negative Image 1-72
 Multiple Up 1-60
 Poster 1-70
 Repeat Image 1-68
 Transparency Separators 1-63
Output Trays 1-9
Ozone Safety vi

P

Paper 1-19
Paper Jam Clearance 5-2
 Bottom Left Cover 5-4
 Center Tray Exit 5-7
 Duplex Unit 5-6
 Finisher Interface 5-7
 Finisher Top Cover 5-6
 Left Center Cover 5-4
 Top Left Cover 5-3
 Tray 5 (Bypass) 5-5
 Trays 1 to 4 5-5
Paper Supply 1-35
 Tray 5 (Bypass) 1-36
Paper Trays 1-9
Poster 1-70
Power Saver Mode 1-10
Power Switch 1-8

Printer Environments 2-2
Printing Meter Reports 4-65
Printing Procedure 2-70
Printing Reports 1-108
Prior to Printing 2-70
Product Recycling and Disposal xviii

Q

Quick Start Guide to Copying 1-11

R

Radio Frequency Emissions vii
 FCC in the USA vii
 In Canada vii
Reduce/Enlarge 1-31, 3-13
 Auto% 3-15
 Independent X-Y% 1-34
 Presets % 1-32, 3-13
 Variable% 1-33, 3-14
Repeat Image 1-68
Resolving Hardware Problems 5-11
Resolving Output Quality Problems 5-16
Resolving Processor Problems 5-13
Resolving Programming Problems 5-12
Retrieving Scanned Documents 3-32

S

Safety Extra Low Voltage Approval viii
Safety Notices iii
 Electrical Safety iii
 Laser Safety iv
 Maintenance Safety v
 Operational Safety v
 Ozone Safety vi
Sample Print 2-108
 Printing Sample Print Jobs 2-109
 Setting Sample Print Jobs 2-108
Scan Options Tab 1-73, 3-11
 2 Sided Originals 3-12
 Book Duplex 1-81
 Border Erase 3-20
 Bound Originals 1-77, 3-17
 Image Rotation 1-79
 Mixed Size Originals 1-76, 3-19

- Original Orientation 1-80
- Original Size 1-74
- Reduce/Enlarge 3-13
- Scan Size 3-16
- Scan Size 3-16
- Scanning in Batches 3-31
- Scanning Resolution 3-8
- Scanning with Mailbox 3-2
- Scanning, How to 3-3
- Scanning, Retrieving Documents 3-32
- Scanning, Using Templates 3-2
- Secure Print 2-103
 - Printing Secure Print Jobs 2-104
- Setting and Changing the Administrator Password 4-3
- Setting and Deleting Mailboxes 4-58
- Setting Copy Mode Settings 4-24
 - Basic Copying Presets 4-25
 - Copy Control 4-39
 - Copy Defaults 4-26
 - Custom Colors 4-42
 - Original Size Defaults 4-40
 - Reduce/Enlarge Presets 4-41
- Setting Network Settings 4-42
- Setting Print Driver Properties on Macintosh 2-64
- Setting Print Mode Settings 4-43
 - Allocate Memory 4-44
 - Others 4-47
- Setting Printing Features 2-72
- Setting Scan Mode Settings 4-48
 - Basic Scanning 4-48
 - Other Settings 4-56
 - Output Size Defaults 4-54
 - Reduce/Enlarge Presets 4-55
 - Scan Defaults 4-49
 - Scan Size Defaults 4-53
- Setting the Common Settings 4-7
 - Audio Tones 4-10
 - Auto Gradation Adjustment 4-21
 - Image Quality Adjustment 4-18
 - Machine Clock/Timers 4-8
 - Other Machine Settings 4-24
 - Paper Tray Attributes 4-13
 - Printing Priority 4-17
 - Reports 4-23
 - Screen Defaults 4-12

- Sharpness/Saturation 1-55
- Special Printing 2-77
 - Adjusting Color Balance 2-94
 - Adjusting Detailed Settings 2-98
 - Adjusting Image Settings 2-92
 - Adjusting Profile Settings 2-95
- Specifying Output Color for Printing with a PCL Driver 2-77
- Stapler Faults 5-10
- Stored Jobs 1-84
 - Deleting a Job 1-85
 - Retrieving a Job 1-85
- Switching the Printer Off-line 2-73
- Symbols xix
- System Administrator Data 4-63
- System Settings 4-2

T

- Touch Screen 1-7
- Transparencies 1-21
- Transparency Separators 1-63
 - Blank Separators 1-64
 - Separators + N Sets 1-65
- Tray 5 (Bypass) 1-17
 - Auto Size Detect for Tray 5 (Bypass) 1-18
 - Loading SRA3 Paper 1-24
- Trays 1, 2, 3, and 4 1-17

U

- Uninstalling the Network Scanner Utility 3-34
- Using the Copier/Printer as a Scanner 3-1

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